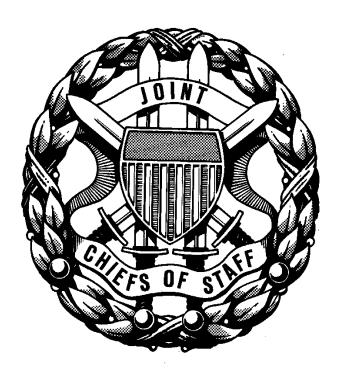
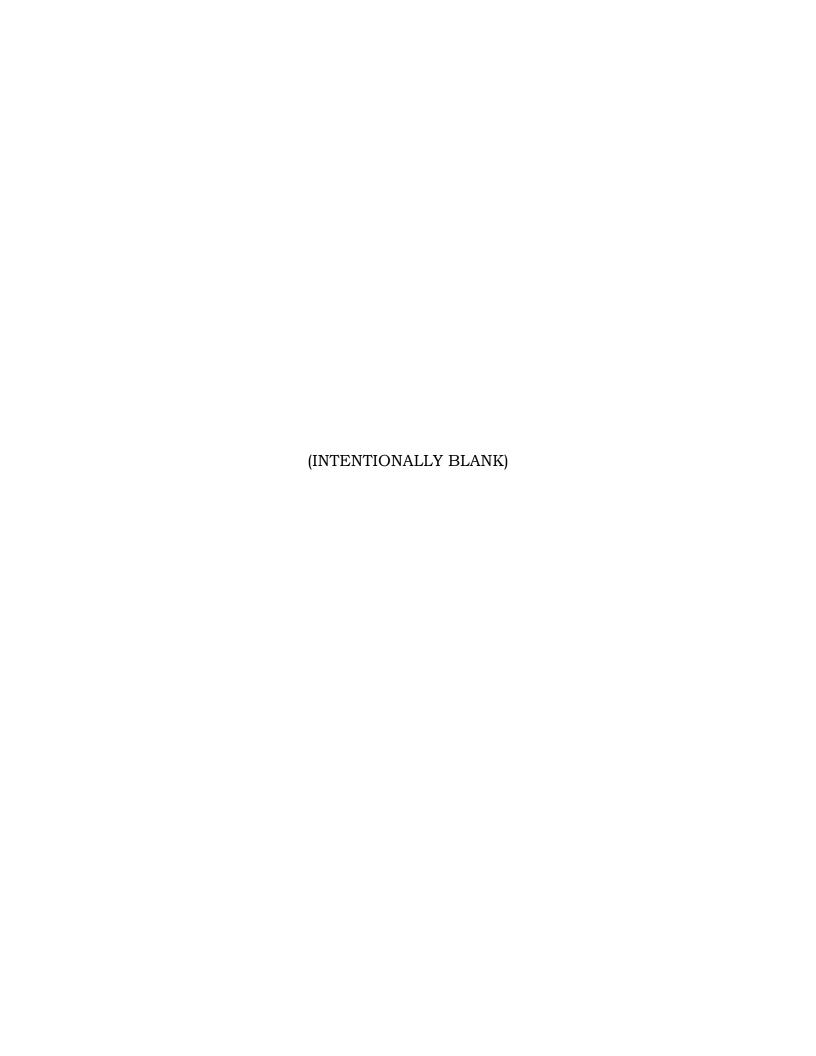
JSM 5701.01A 22 March 2002

FORMATS AND PROCEDURES FOR DEVELOPMENT OF CJCS, JOINT STAFF, AND J-DIRECTORATE PUBLICATIONS



JOINT STAFF WASHINGTON, D.C. 20318





JOINT STAFF MANUAL

DOM/SJS DISTRIBUTION: A, B, C, J, S JSM 5701.01A 22 March 2002

FORMATS AND PROCEDURES FOR DEVELOPMENT OF CJCS, JOINT STAFF, AND J-DIRECTORATE PUBLICATIONS

References:

- a. DOD Manual 5025.1-M, "DOD Directives System Procedures," August 1994
- b. CJCSI 5701.01 Series, "Policy for the Development of CJCS, Joint Staff, and J-Directorate Publications"
 - c. JSI 5711.01 Series, "Action Processing"
 - d. JSM 5220.01 Series, "Joint Staff Security Program"
- e. JSM 5711.01 Series, "Editorial Guidance and Accepted Usage for Joint Staff Correspondence"
- 1. <u>Purpose</u>. In accordance with references a and b, this manual provides formats, procedures, and other information and guidance for the preparation, coordination, approval, publication, distribution, implementation, and review of CJCS, Joint Staff, and J-directorate instructions, manuals, notices, guides, handbooks, and pamphlets (hereafter referred to collectively as Joint Staff publications).
- 2. <u>Cancellation</u>. The following directives are hereby canceled:
- a. JSM 5701.01, 28 February 1995, "Policy for the Development of CJCS, Joint Staff, and J-Directorate Instructions, Manuals, and Notices"
- b. DJSM-1370-95, 30 November 1995, "Suspense Policy for Review and Revision of Joint Staff Publications"
- c. IMD Memo (Unnumbered), 12 June 1998, "New Release Paragraphs for CJCS Instructions, Manuals, and Notices"

- 3. <u>Applicability</u>. This manual applies to the Joint Staff. It is distributed to other agencies for information only.
- 4. Summary of Changes. This change:
 - a. Adds a quick reference matrix of Joint Staff publications (Enclosure A).
- b. Updates the list of major subject and number categories for Joint Staff publications (Enclosure B).
- c. Updates information on format, content, and processing requirements for instructions, manuals, and notices; adds information on formats and procedures for guides, handbooks, and pamphlets (Enclosures C, D, and G).
- d. Adds the requirement for a releasability paragraph in all instructions, manuals, notices, and guides and provides definitions of releasability categories (Enclosure D).
- e. Adds guidance on the use of Microsoft Word templates to create instructions, manuals, notices, and guides (Enclosure E).
 - f. Updates the distribution codes for Joint Staff publications (Enclosure F).
- 5. <u>Releasability</u>. This manual is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this manual through the Internet from the CJCS Directives Home Page -- http://www.dtic.mil/doctrine/jel/cjcsd.htm. Copies are also available through the Government Printing Office or the Joint Electronic Library CD-ROM.
- 6. Effective Date. This manual is effective upon receipt.

JAMES A. HAWKINS Major General, USAF

Vice Director, Joint Staff

Enclosures:

A--Quick Reference Matrix of CJCS, Joint Staff, and J-Directorate Publications

B--Major Subject and Number Categories

C --Processing Procedures

Appendix A--JS Form 6

Appendix B--JS Form 136

Appendix C--JS Form 48

Appendix D--JS Form 115

Appendix E--Structure of a Final JSAP Package

D--Format and Content Requirements

Appendix--Organization of a Joint Staff Publication

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Appendix A--Example of Instruction with Enclosure Listing and Glossary

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Annex A--Example of a Cancellation Notice

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Appendix C--Example of a Guide in Basic Format

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DISTRIBUTION

Distribution A, B, C, and J plus the following:	
	Copies

LIST OF EFFECTIVE PAGES

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i thru x	O	E-1 thru E-14	O
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B-1 thru B-10	O	G-1 thru G-2	O
C-1 thru C-6	O	G-A-1 thru G-A-8	O
C-A-1 thru C-A-2	O	G-B-1 thru G-B-2	O
C-B-1 thru C-B-2	O	G-B-A-1 thru G-B-A-2	O
C-C-1 thru C-C-2	O	G-B-B-1 thru G-B-B-4	O
C-D-1 thru C-D-2	O	G-C-1 thru G-C-4	O
C-E-1 thru C-E-2	O	G-D-1 thru G-D-4	O
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ENCLOSURE A

QUICK REFERENCE MATRIX OF CJCS, JOINT STAFF, AND J-DIRECTORATE PUBLICATIONS

	TITLE	CONTENT	LONGEVITY	APPLICABILITY	SIGNATURE LEVEL
	cJCSI	CJCS policy that does not contain joint doctrine or concern the employment of forces in joint operations	Mandatory annual review; mandatory 5-year republishing	Joint Staff directorates and offices and/or the	Depends on subject matter and current practice; usually signed under CJCS command line by the
-	CJCSM	Procedure; may supplement CJCSI or stand alone; usually contains specific models and examples	Mandatory annual review; mandatory 5-year republishing	Services, defense agencies, combatant commands,	Director, Joint Staff; routine administrative matters are signed under CJCS command line by the
so	CJCSN	CJCS policy, guidance, and information of a one-time or brief nature	Self-canceling after 1 year	Service/Joint Service schools; may be informational to other agencies	Secretary, Joint Staff; significant policy matters are recommended for signature by the Chairman, Joint Chiefs of Staff
	cJCSG	Detailed information, emphasis, and guidance from the Chairman on a specific topic	Mandatory annual review; mandatory 5-year republishing	Specific, targeted audience	Chairman, Joint Chiefs of Staff
	слсѕнв	Comprehensive reference and/or instructional material on a specific topic; usually hip-pocket format	Indefinite; not subject to frequent change	Specific	Chairman, Joint Chiefs of Staff
	CJCSP	Information, emphasis, and instruction on a specific topic; usually flyer or poster format	Indefinite; not subject to annual review	Specific	Depends on topic, format, and current practice; may not be signed
	JSI	JS policy; may implement or supplement DOD directives or establish and prescribe JS forms	Mandatory annual review; mandatory 5-year republishing	Joint Staff; may be informational to other agencies	Policy is signed by Director, Joint Staff; administrative matters are signed by Secretary, Joint Staff
•	JSM	Procedure; may supplement JSI or stand alone	Mandatory annual review; mandatory 5-year republishing	Joint Staff	Secretary, Joint Staff
st	JSN	Policy, guidance, or information of a one-time or brief nature	Self-canceling after 1 year	Joint Staff	Same as for JSI
_	JSG	Detailed information, emphasis, and guidance on a specific topic	Indefinite; not subject	Specific, targeted	Depends on topic, format, and
•	JSHB	Comprehensive reference and/or instructional material on a specific topic; usually hip-pocket format	to frequent change or annual	audience	current practice; may not be signed
_	JSP	Emphasis and instruction on a specific topic; usually flyer or poster format	review		
	J-#I	J-# policy	J-# discretion	Issuing directorate,	Appropriate
#-r	N-#N	J-# procedure J-# policy, guidance, or information of a one-time or brief nature	J-# discretion Self-canceling after 1 year	excepting that J-3 will determine applicability of safety rules and	directorate othcial in accordance with current practices
— "	I: Instruction	M: Manual N: Notice G: Guide	e HB: Handbook	emergency action procedures P: Pamphlet JS: .	JS: Joint Staff J-#: J Directorate

Enclosure A

ENCLOSURE B

MAJOR SUBJECT AND NUMBER CATEGORIES FOR CJCS, JOINT STAFF, AND J-DIRECTORATE PUBLICATIONS

- 1. <u>Assignment of CJCS and Joint Staff Publications Numbers</u>. All CJCS and Joint Staff instructions, manuals, notices, guides, handbooks, and pamphlets will be assigned series numbers by the Joint Secretariat, Information Management Division, Records Management and Automation Support Branch, as follows.
- a. Each instruction and manual will be assigned a unique six-digit series number. The first four digits of the number, followed by a period, identify the major subject category; the next two digits distinguish individual documents in each category. Basic notices, guides, and pamphlets will be assigned series numbers identifying the major subject category; cancellation and change notices will be assigned the same number as the document being canceled or changed. New categories will be added as appropriate.
- b. The first reissuance of an instruction, manual, guide, handbook, or pamphlet is identified by the letter "A" following the number. The second reissuance is identified by the letter "B," and so on for subsequent republications.
- 2. <u>Assignment of J-Directorate Publications Numbers</u>. Numbers for J-directorate publications will be assigned by the cognizant directorate in accordance with directorate procedures.
- 3. <u>Major Subject and Number Categories</u>. The major series numbers and related categories for Joint Staff publications are listed below.

0000--INDEXES

0001--INDEX OF JS INSTRUCTIONS, MANUALS, GUIDES, NOTICES, AND FORMS

0002--INDEX OF CJCS INSTRUCTIONS, MANUALS, GUIDES, HANDBOOKS, AND NOTICES

1000--MANPOWER AND PERSONNEL (GENERAL)

1010--EQUAL OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY

1100--AWARDS AND DECORATIONS

1101--CJCS CIVILIAN AWARDS PROGRAM

1110--AWARDS AND DECORATIONS FOR FOREIGN NATIONALS

1120--STREAMERS/DISTINGUISHING AND POSITIONAL FLAGS 1200--TRAINING

1210--TRAINING FOR OFFICERS ASSIGNED TO NATO

1300--MILITARY PERSONNEL

1301--COMBATANT COMMAND TDY REQUIREMENTS

1310--JOINT CHIEFS OF STAFF IDENTIFICATION BADGE

1320--ENLISTED PERSONNEL

1330--OFFICER PERSONNEL

1331--GENERAL AND FLAG OFFICERS

1332--JOINT SPECIALTY OFFICER SELECTION BOARDS

1333--JOINT DUTY ASSIGNMENT VALIDATION BOARD

1400--CIVILIAN PERSONNEL

1401--CIVILIAN PERSONNEL SELECTION PROCESS

1410--LOCAL NATIONAL CIVILIAN LABOR IN OVERSEAS AREAS

1420--TIME AND ATTENDANCE REPORTING

1430--JOINT STAFF CIVILIAN OF THE QUARTER AND YEAR

1500--MORALE AND WELFARE

1600--MANPOWER FOR JOINT AND INTERNATIONAL ACTIVITIES

1610--EUROPEAN TROOP STRENGTH MANAGEMENT

1700--INTERNATIONAL MANPOWER (NATO)

1800--MILITARY EDUCATION

2000--INTERNATIONAL AND FOREIGN AFFAIRS (GENERAL)

2001--DISCLOSURE OF CLASSIFIED MILITARY INFORMATION

2010--MILITARY COMMITTEE, NATO

2030--CHEMICAL WEAPONS CONVENTION POLICY GUIDANCE

2100--MILITARY ASSISTANCE AND SALES

2110--INTERNATIONAL TRANSFER OF TECHNOLOGY, GOODS, SERVICES, AND MUNITIONS

2200--FOREIGN VISITS, VISITORS

2210--VISITS TO US BY NON-US OFFICERS IN NATO

2211--VISITS OF FOREIGN OR INTERNATIONAL DEFENSE COLLEGES

2212--VISITS OF FOREIGN NATIONALS TO COMBATANT COMMAND HEADOUARTERS

2300--FOREIGN AGREEMENTS

2310--US AND FSU AGREEMENTS

2311--PREVENTION OF DANGEROUS MILITARY ACTIVITIES BETWEEN THE UNITED STATES AND RUSSIA

2320--IMPLEMENTATION OF VIENNA DOCUMENT 1992

2321--IMPLEMENTATION OF OPEN SKY

2330--CHEMICAL WEAPONS

2400--OCEANS LAW AND POLICY

2410--THE EXERCISE OF RIGHT OF ASSISTANCE ENTRY

2420--US FREEDOM OF NAVIGATION PROGRAM

2430--HIGH SEAS DRIFTNET FISHERIES ENFORCEMENT

2500--INTERNATIONAL CONFERENCES

2510--INFORMING DOS ON POLITICALLY SIGNIFICANT MATTERS
GENERATED AT INTERNATIONAL MILITARY CONFERENCES

2600--INTER-SERVICE DISPUTES WITHIN ARMED FORCE OF FOREIGN COUNTRIES

2610--US INVOLVEMENT IN DISPUTES WITHIN ARMED FORCES OF OTHER COUNTRIES

2700--INTERNATIONAL MILITARY STANDARDIZATION

2800--NUCLEAR WEAPON INFORMATION

3000--OPERATIONS, PLANS, READINESS, AND INTELLIGENCE (GENERAL)

3001--COMBATANT COMMANDER QUARTERLY REPORTS

3010--JOINT VISION 2020 IMPLEMENTATION

3020--JOINT DEPLOYMENT INFORMATION SYSTEMS

3100--JOINT STRATEGIC PLANNING SYSTEM

3110--JOINT STRATEGIC CAPABILITIES PLAN

3111--CJCS AIRBORNE SIOP RECON PLAN

3112--PLANNING GUIDANCE FOR FORMER SOVIET UNION

3113--THEATER ENGAGEMENT PLANNING

3115--JOINT DATA NETWORK OPERATIONS

3116--2000 JOINT STRATEGY REVIEW

3120--JOINT PLANNING DOCUMENTS

3121--RULES OF ENGAGEMENT

3122--JOPES

3123--CUBAN ATTACK ON US AIRCRAFT OR VESSELS

3125--DOMESTIC CONSEQUENCE MANAGEMENT FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND HIGH-YIELD EXPLOSIVES

3130--NATIONAL MILITARY STRATEGY

3132--JOINT STRATEGY REVIEW REPORT

3134--LONG-RANGE VISION PAPER

3136--CJCS PROGRAM ASSESSMENT

3138--DEFENSE INTELLIGENCE

3140--REVIEW OF OPERATIONS PLANS

3141--PROCEDURES

3150--JOINT REPORTING STRUCTURE

3160--CASUALTY RATE PLANNING

3161--BATTLE CASUALTY RATE PATTERNS FOR CONVENTIONAL GROUND FORCES

3170--REOUIREMENTS GENERATION SYSTEM

3180--JROC PROGRAMMING FOR JOINT EXPERIMENTATION 3200--MILITARY OPERATIONS

3201--POLICY FOR COMMAND AND CONTROL OF USMC TACAIR IN SUSTAINED OPERATIONS ASHORE

3202--DEPLOYMENT PROCESS IMPROVEMENT

3205--JOINT COMBAT CAMERA

3207--MILITARY SUPPORT TO HUMANITARIAN DEMINING OPERATIONS

- 3210--COMMAND AND CONTROL WARFARE
 - 3211--JOINT MILITARY DECEPTION
 - 3212--ELECTRONIC WARFARE
 - 3213--JOINT OPERATIONS SECURITY
 - 3214--PSYCHOLOGICAL OPERATIONS
 - 3215--COMMAND ARRANGEMENTS FOR DUEL BASE FORCES
 - 3216--CIVIL DISTURBANCE
 - 3217--MILITARY ASSISTANCE TO US POSTAL SERVICE
 - 3218--EVACUATION PERSONNEL (Complete title classified.)
 - 3219--RESTRICTION OF SPACE SYSTEM DATA DURING CRISES
- 3220--MANAGEMENT OF ELECTROMAGNETIC SPECTRUM
 - 3221--ELECTROMAGNETIC INTERFERENCE AND JAMMING
 - 3222--HIGH ALTITUDE ELECTRONIC PULSE PROTECTION
- 3230--STRATEGY AND TACTICS
 - 3231--SINGLE INTEGRATED OPERATIONAL PLAN (SIOP)
 - 3232--RED SIOP (RSIOP)
- 3240--OFFENSIVE COUNTERINTELLIGENCE OPERATIONS
 - 3241--COUNTERINTELLIGENCE SUPPORT
- 3250--RECONNAISSANCE OPERATIONS
- 3260--NUCLEAR OPERATIONS
 - 3261--RECAPTURE AND RECOVERY OF NUCLEAR WEAPONS
 - 3262--NUCLEAR C2 COMMAND STAFF ASSISTANCE VISIT
 - 3263--NUCLEAR C2 COMMAND ASSISTANCE VISIT
 - 3264--POLO HAT OPERATIONAL ASSESSMENT
- 3270--INVASION AND RECOVERY
- 3280--NATIONAL MILITARY COMMAND SYSTEM
 - 3281--NATIONAL MILITARY COMMAND CENTER
 - 3282--WORLD WIDE COMMAND AND CONTROL AIRBORNE RESOURCES
 - 3283--FIXED COMMAND CENTERS
 - 3284--MCCC REQUIREMENTS
- 3290--EPW PROGRAM
- 3300--INTELLIGENCE
 - 3310--DEFENSE ATTACHE SYSTEM
 - 3312--JOINT MILITARY INTELLIGENCE CERTIFICATION
 - 3315--COUNTERINTELLIGENCE SUPPORT
 - 3320--ELECTROMAGNETIC SPECTRUM JOINT OPERATIONAL USE
 - 3330--RECOMMENDATION OF ALIENS FOR IMMIGRATION
 - 3340--NATIONAL INTELLIGENCE COLLECTION
 - 3341--NATIONAL INTELLIGENCE ESTIMATES
 - 3345--COORDINATION AND APPROVAL
 - 3350--INTELLIGENCE PROJECTS
 - 3351--POLICY FOR INTELLIGENCE PROJECTS

3400--READINESS

3401--CHAIRMAN'S READINESS SYSTEM

3402--AREA OF INTEREST DATABASE MAINTENANCE

3410--CONTINUITY OF OPERATIONS PLAN

3411--KEY PERSONNEL LOCATION REPORTS TO NMCC

3420--CJCS CONFERENCING SYSTEMS

3430--CRISIS MANAGEMENT

3431--JOINT NUCLEAR ACCIDENT RESPONSE TEAM

3440--SPACE SHUTTLE CONTINGENCY RECOVERY

3450--TEST AND EVALUATION

3451--COMBATANT COMMANDER FIELD ASSESSMENTS

3500--TRAINING

3501--CJCS JOINT TRAINING MASTER SCHEDULE

3501--CJCS OUARTERLY SCHEDULE OF MILITARY EXERCISES

3510--EXERCISES

3511--CJCS EXERCISE PROGRAM FUNDING

3520--NUCLEAR C2 TRAINING

3600--CIVIL DEFENSE

3610--AIRCRAFT HIJACKING

3620--CIVIL DEFENSE, RECOVERY, AND RECONSTITUTION

3700--COUNTERDRUG

3701--CLASSIFICATION GUIDE

3710--OPERATIONAL SUPPORT TO DRUG LAW ENFORCEMENT

3800--METEOROLOGICAL AND OCEANOGRAPHIC

3810--METEOROLOGICAL AND OCEANOGRAPHIC OPERATIONS

3820--ENVIRONMENTAL EFFECTS OF DOD ACTIONS

3900--POSITION REFERENCE PROCEDURES

3901--GEOSPATIAL INFORMATION AND SERVICES

3910--POSITION REFERENCE PROCEDURES

4000--LOGISTICS (GENERAL)

4100--MATERIAL MANAGEMENT

4110--UNIFORM MATERIAL MOVEMENT AND ISSUE

4115--CUSTOMER WAIT TIME AND TIME DEFINITE DELIVERY

4120--MATERIEL PRIORITY SYSTEM DURING CRISIS AND WAR

4200--HEALTH AND MEDICAL

4210--HEALTH SUPPORT OVERSEAS

4220--CASUALTY RATE PLANNING

4300--LOGISTIC PLANNING GUIDANCE

4310--PRE-POSITIONING SHIPS

4320--EQUIPMENT AUTHORIZATION FOR SPECIAL OPERATIONS

4330--USE OF NATO LOGISTICS PLANNING FACTORS

4400--INVENTORY MANAGEMENT

4410--AIRCRAFT INVENTORY MANAGEMENT

4500--TRANSPORTATION 4510--TRAVEL 4520--NON-US NATO AIRLIFT 4600--EXERCISE RELATED CONSTRUCTION

5000--ADMINISTRATION, MANAGEMENT, AND SECURITY (GENERAL) 5001--JOINT STAFF QUALITY MANAGEMENT PROGRAM 5002--MEETINGS IN JCS CONFERENCE ROOM

5100--ORGANIZATIONAL CHARTERS

- 5111--US NATIONAL MILITARY REPRESENTATIVE TO SHAPE
- 5112--US MILITARY ORGANIZATIONAL RELATIONSHIP IN TURKEY
- 5113--COUNTERTERRORIST JOINT TASK FORCE
- 5114--THEATER LOGISTIC SUPPORT GENERAL OFFICER STEERING COMMITTEE
- 5115--US DELEGATION, INTER-AMERICAN DEFENSE BOARD
- 5116--PRESERVATION OF IRANIAN FMS RECORDS
- 5119--MANAGEMENT OF NUCLEAR C2 SYSTEM
- 5120--JOINT PUBLICATION DEVELOPMENT
 - 5121--IMPLEMENTATION OF EXECUTIVE ORDER 13142
 - 5122--JOINT TACTICAL SWITCHED SYSTEMS MANAGEMENT
 - 5123--JOINT REQUIREMENTS OVERSIGHT COUNCIL CHARTER
 - 5124--JOINT SPECTRUM CENTER CHARTER
 - 5125--JOINT STAFF SECURITY OFFICE TECHNICAL COUNTER CHARTER
- 5130--RELATIONSHIPS BETWEEN COMBATANT COMMAND COMMANDERS AND INTERNATIONAL COMMANDS 5200--SECURITY
 - 5205--DEFENSE ATTACHE OFFICE IMPLEMENTATION
 - 5210--COMPUTER SECURITY
 - 5220--INFORMATION SECURITY
 - 5221--DELEGATION OF DISCLOSURE AUTHORITY
 - 5222--NMC SYSTEM SECURITY CLASSIFICATION MANUAL
 - 5225--CLASSIFICATION OF COUNTERPROLIFERATION
 - 5230--PHYSICAL SECURITY
 - 5240--PERSONNEL SECURITY
 - 5241--NMCC VISITOR CLEARANCE AND ESCORT
 - 5245--AGREEMENTS CONCERNING PROTECTION OF THE PRESIDENT
 - 5250--SPECIAL ACCESS PROGRAM
 - 5260--PERSONNEL PROTECTION PROGRAM (ANTI-TERRORISM)
 - 5261--TERRORISM READINESS INITIATIVES FUND
 - 5262--COMBATING TERRORISM TECHNOLOGY

5300--OFFICE AND ADMINISTRATIVE SERVICES

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5410--PUBLIC AFFAIRS

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5421--CJCS AND VCJCS COUNTERPART VISIT PROGRAM

5500--LEGISLATIVE AFFAIRS

5501--CONGRESSIONAL LIAISON POLICY

5600--OFFICE MANAGEMENT

5610--SUPPLY MANAGEMENT

5620--FACILITIES MANAGEMENT

5630--MEDIA SUPPORT

5640--CONTRACTED ADVISORY AND ASSISTANCE SERVICES

5641--JOINT STUDY RESOURCING AND MANAGEMENT

5642--JOINT STUDY RESOURCING AND MANAGEMENT

5700--CORRESPONDENCE MANAGEMENT

5701--JOINT STAFF PUBLICATION SYSTEM

5702--WRITING AND FORMAT PREFERENCES

5705--MILITARY AND ASSOCIATED TERMINOLOGY

5710--ACTION PROCESSING

5711--EDITORIAL GUIDANCE AND ACCEPTED USAGE FOR JOINT STAFF CORRESPONDENCE

5712--STANDARDS FOR JOINT STAFF VISUAL AIDS

5713--FREEDOM OF INFORMATION ACT PROGRAM

5714--RELEASE OF JOINT STAFF PAPERS AND INFORMATION

5715--JOINT STAFF AND THE INTERAGENCY PROCESS

5716--DAYBOOKS, TRIP BOOKS & CHOD/MOD BOOKS

5717--GAO AND DOD IG AUDIT ACTIVITIES

5720--MESSAGE MANAGEMENT AND PROCESSING

5721--DEFENSE MESSAGING SYSTEM

5730--FORMS MANAGEMENT

5740--REPORTS MANAGEMENT

5760--RECORDS MANAGEMENT

5761--JOINT STAFF ELECTRONIC FILING SYSTEM POLICY

5800--LEGAL AFFAIRS

5810--DOD LAW OF WAR PROGRAM

5900--INSPECTOR GENERAL

5901--INSPECTIONS, INVESTIGATIONS, AND OVERSIGHT

6000--COMMAND, CONTROL, AND COMMUNICATIONS (C3) (GENERAL)

6010--US C4 SYSTEMS IN INTERNATIONAL FORUMS

6020--CONTINGENCY COMMUNICATIONS

6100--PLANS

6101--EMERGENCY PRESIDENTIAL COMMUNICATIONS

6110--CJCS-CONTROLLED TACTICAL COMMUNICATIONS ASSETS

6111--C4 SYSTEMS MASTER PLANS

6115--C4 FACILITIES

6120--TACTICAL COMMAND AND CONTROL PROGRAM

6130--POSITIONING, NAVIGATION, AND TIMING

6140--NAVSTAR GPS SELECTIVE AVAILABILITY/ANTI-SPOOFING 6200--INTEROPERABILITY

6210--COMMAND CENTER SYSTEM

6211--DEFENSE INFORMATION SYSTEMS

6212--C4I SYSTEMS

6215--DSN POLICY

6220--ALLIED COMMUNICATIONS PUBLICATIONS

6230--TACTICAL C3 SYSTEMS

6231--EMPLOYING JOINT TACTICAL COMMUNICATIONS

6232--DECONFLICTING JTIDS/MIDS OPERATIONS

6233--JOINT C-E OPERATIONS INSTRUCTIONS

6240--COMMUNICATIONS TRAINING

6241--US MESSAGE TEXT FORMATTING

6250--SATELLITE COMMUNICATIONS

6251--UHF SATELLITE COMMUNICATIONS

6252--UHF FOLLOW-ON COMMUNICATIONS SATELLITE

6253--EHF/MILSTAR CONOPS

6254--NARROW BAND SECURE VOICE REQUIREMENTS

6255--CJCS-DIRECTED MILSTAR NETWORKS

6260--JOINT WARRIOR INTEROPERABILITY DEMONSTRATIONS

6271--JOINT STANDARD AIR OPERATIONS SOFTWARE

6280--CJCS MULTINATIONAL SYSTEM ENGINEERING

6300--COUNTERMEASURES

6400--CIRCUIT ENGINEERING

6500--CRYPTOGRAPHIC SECURITY

6505--NETWORK OPERATIONS

6506--NETWORK MANAGEMENT

6507--INFORMATION DISSEMINATION MANAGEMENT

6510--JOINT AND COMBINED COMMUNICATIONS SECURITY

6511--DEPLOYABLE SWITCHED SYSTEMS SECURITY

6520--JOINT KEY MANAGEMENT SYSTEM

6600--STANDARDS

6610--TACTICAL DIGITAL INFORMATION LINK

6620--INFORMATION TECHNOLOGY STANDARDS

6630--JOINT MARITIME C4I

6631--C4I EDUCATION AND TRAINING

6700--WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)

6710--MANAGEMENT PROCEDURES

6711--EXCHANGE OF COMMUNICATIONS

6720--PLANS AND POLICY

6721--GCCS STRUCTURE

6722--GCCS REQUIREMENTS

6723--GCCS MANAGEMENT

6724--GCCS INTEGRATION MANAGEMENT CONOPS

6730--GCCS SECURITY

6731--GCCS SECURITY POLICY AND PROCEDURES

6740--MILITARY TELECOMMUNICATIONS AGREEMENTS

6800--NUCLEAR

6810--NUCLEAR C2 EQUIPMENT AND FACILITIES

6811--NUCLEAR C2 TECHNICAL PERFORMANCE CRITERIA

6812--DEFENSE IEMATS C2 TERMINAL SECURITY

6900--TELECOMMUNICATIONS

7000--FINANCIAL MANAGEMENT (GENERAL)

7100--INTERNAL CONTROL

7200--ACCOUNTING AND CONTROL

7201--COMBATANT COMMANDERS' REPRESENTATION FUNDS

7300--DISBURSEMENT AND RECEIPTS

7400--COMBATANT COMMANDERS INITIATIVES FUND

7401--COMBATANT COMMANDERS INITIATIVES FUND

7500--ACOUISITION MANAGEMENT

7510--COT FUNDING REQUIREMENT FOR COMMUNICATIONS & COMPUTER SYSTEM SOFTWARE

7600--AUDIT

8000--INFORMATION RESOURCES MANAGEMENT (GENERAL)

8010--JOINT COMMUNITY CHIEF INFORMATION OFFICER

8100--INFORMATION SYSTEMS MANAGEMENT

8104--VALIDATION OF JOINT MODELS AND SIMULATIONS

8110--INFORMATION SYSTEMS SOFTWARE

8111--AUTOMATED INFORMATION SYSTEMS FACILITY POLICY

8115--PERSONAL DIGITAL ASSISTANTS

8120--JOINT STAFF HARDWARE ACCOUNTABILITY

8200--INFORMATION SERVICES

8210--JOINT STAFF INTRANET

8230--JOINT STAFF PUBLIC WEB SERVICES

8300--DATA ADMINISTRATION

8400--INFORMATION TECHNOLOGY

8500--PLANNING, PROGRAMMING, AND BUDGETING SYSTEM (PPBS) 8501--CJCS, COMBATANT COMMANDER, AND JOINT STAFF PARTICIPATION IN PPBS 8510--JOINT MODELING AND SIMULATION MANAGEMENT

8900--INFORMATION COLLECTION AND DISSEMINATION

8910--BLUE FORCE TRACKING

ENCLOSURE C

PROCESSING PROCEDURES

1. <u>General</u>. All proposed new and revised CJCS and Joint Staff instructions, manuals, notices, guides, handbooks, and pamphlets will be processed through the Joint Secretariat, Information Management Division (IMD) and Actions Division (AD), in accordance with the procedures outlined below. As J-directorate publications are internal, the individual directorates may choose to follow these procedures or they may establish their own; however, they must follow the format and content requirements established in Enclosure D.

2. Annual Review

a. Requirements

- (1) All CJCS and Joint Staff instructions, manuals, and guides will be reviewed annually by the cognizant directorate to determine if they are current or if they require change, cancellation, or reissuance. Handbooks, pamphlets, and J-directorate publications will be reviewed and canceled or reissued at the discretion of the office of primary responsibility (OPR). As notices are self-canceling after one year or contain a specific effective period, there is no need for their review.
- (2) If, upon annual review, a directive 5 years old or older is found to be still required, it must be reissued. If, upon review, more than 40 percent of a directive is found to require change, it must also be reissued.
- (3) Instructions, manuals, and guides requiring change to 40 percent or less of the document require publication of a change notice. Page changes will be used for all changes; pen-and-ink changes will no longer be used.
- (4) Cancellations require publication of a cancellation notice. All cancellations must be fully coordinated.

b. Responsibilities

- (1) <u>IMD</u>, <u>Records Management and Automation Support Branch (RMAS Br)</u>. RMAS Br will:
- (a) Task the annual publication review to the cognizant Joint Staff directorate via the Action Tracking System, using Part 1 of JS Form 6, "Request for Review of Joint Staff Publications, Documents, and Forms" (Appendix A).

(b) Respond to queries regarding the format, management, and administration of Joint Staff publications and otherwise assist the directorate in completing the tasking.

(2) AD, Assignment Control Branch (ACB). ACB will:

- (a) Monitor the review once it has been tasked.
- (b) Coordinate suspense management until the review is completed, including processing requests for suspense extensions.
- (3) <u>Joint Staff Directorate</u>. Upon receiving the tasking, the cognizant directorate action officer (AO) will:
- (a) Conduct an initial review to determine whether the directive is necessary, current, and accurate.
- (b) If no changes are required, check the appropriate box and update AO information in Part 2 of JS Form 6, then forward it through the directorate Military Secretary (MilSec) to ACB for final processing.
- (c) If the directive is no longer necessary, if changes are required, or if reissuance is mandatory due to the 5 year or 40 percent rule, check the box on JS Form 6 that applies to the suspense policy in subparagraph 2.b. below, then forward through MilSec to ACB for monitoring. The OPR must process cancellation notices for directives that are no longer necessary.

c. <u>Suspenses</u>

- (1) RMAS Br will task the annual review of Joint Staff publications during the anniversary month of the document's date of publication, beginning on the second anniversary.
- (2) The cognizant directorate will complete the initial document review and forward JS Form 6 through MilSec to ACB within 30 days of being tasked.
- (3) When coordination is required with the Joint Staff only, the directorate will complete a cancellation notice, change to, or reissuance of the document within 90 days of the initial tasking. When coordination with external organizations is required, the directorate will have a maximum of 180 days from the initial tasking to complete the cancellation, change, or reissuance.

3. Publications Processing

- a. <u>Role of the Directorate AO</u>. The steps in processing new and revised Joint Staff publications parallel those for processing Joint Staff actions. They are discussed in detail in reference c and summarized below. Enclosure D of this manual provides format and content requirements. Enclosure E provides guidance on using the related templates in Microsoft Word. Enclosure G contains examples.
- (1) For publications tasked for annual review, conduct initial review, determine course of action, and forward JS Form 6 through MilSec to ACB. For new publications, secure a document number from RMAS Br. (Document numbers are assigned as outlined in Enclosure B.)
- (2) Establish distribution and coordination requirements and a related network of AOs.
 - (3) Research and prepare initial draft.
- (a) Utilize the proper Microsoft Word template as directed in Enclosure E, paragraph 2. Effective 2 January 2002 for documents signed by the Director, Joint Staff, and 2 February 2002 for documents signed by the Chairman, Joint Chiefs of Staff, the ApproveIT software will be the primary means of obtaining signature on non-sensitive documents. As part of the electronic signature process, the proper Microsoft Word template **must** be utilized. (Special Note: Do not type in the signature block or remove the signature block bookmarks. Doing so will negate use of the ApproveIT software.)
- (b) Name the Microsoft Word file as directed in Enclosure D, paragraph 2.
 - (4) Fully and formally coordinate the publication.
- (a) Coordination of all publications with the Office of Legal Counsel (legal review) is mandatory.
- (b) Coordination within the Joint Staff will be made via the Joint Staff Action Processing (JSAP) electronic folder system. As part of this process, all sections of the draft document **must** be contained in one Microsoft Word file. If the length of the directive, number of images or objects therein, or other unique factors make preparation as a single document problematic, contact RMAS Br for guidance.

- (c) For organizations outside the JSAP system, coordination will be in accordance with directorate procedures.
- (5) Redraft the publication, incorporating changes as appropriate and resolving issues surfaced in the coordination process. If necessitated by the extent of the changes, recoordinate.
- (6) Prepare the document for final coordination and submit a coordination copy folder through the MilSec to AD, Editorial and Action Processing Branch, for editorial review. Allocate a minimum of 10 working days for the edit.
- (7) Accomplish final coordination. RMAS Br will be included in final coordination on all draft instructions, manuals, notices, guides, handbooks, and pamphlets after all changes have been incorporated.
- (8) Submit the final package for signature through directorate approval channels to Editors via JSAP folder.
- b. <u>Structure of the Final Package</u>. As demonstrated in Appendix E, the final package will contain the following:
- (1) JS Form 136, "Joint Staff Action Processing Form" (Appendix B), approved by the appropriate J-director with documented staffing and coordination. The Form 136 will be annotated in the "Coordination" block that an editorial review was completed. The JS Form 136 is available in Microsoft Word from the JS FORM icon on the standard toolbar.
- (2) The proposed new or revised instruction, manual, notice, guide, handbook, or pamphlet, prepared as a single document on the appropriate Microsoft Word template, dated 10 working days beyond the expected date of approval, and with the Microsoft Word file named as instructed in subparagraph 3.a.(3)(b) above.
 - (3) The canceled or superseded document(s), if applicable.
- (4) All background and reference materials, in the order in which they are referenced in the document.
- (5) JS Form 48, "Distribution Sheet," (Appendix C) for Distribution S, special distribution. (Distribution codes are explained in Enclosure F). If special requirements dictate that copies of the publication go directly to subordinate offices within an agency, the JS Form 48 will be used to indicate the exact breakdown of copies. This form is available in FormFlow and via the JS FORM icon.

- (6) JS Form 115, "Joint Staff Publications Running Sheet" (Appendix D), for **all** Top Secret publications and for other publications that are more than 100 pages in length or that contain several enclosures, appendixes, and annexes. JS Form 115, available in FormFlow, ensures accountability for all pages and their proper collation during printing.
- c. <u>Actions Following Approval</u>. After the instruction, manual, notice, guide, handbook, or pamphlet has been signed, the following actions will be taken:

(1) ASB will:

- (a) Forward the master signed hard copy of the publication to the Graphics, Printing, and Distribution Section, Joint Staff Support Services Office, Directorate of Management, for printing and limited hard copy distribution.
- (b) Forward the original electronic JSAP folder to IMD for archiving and electronic distribution.
- (2) RMAS Br will take the following actions in accordance with the releasability paragraph. (Releasability categories and paragraphs are discussed in Enclosure D.)
- (a) Place Microsoft Word, image, and portable document files (PDF) of the final document on the Joint Staff Local Area Network (LAN), "G" drive ("js on 'jsresource'"), in the appropriate "JOINT STAFF REFERENCE PUBS" folder.
- (b) Place a copy of the PDF file on the Joint Staff Information Network, "CJCS-JS Directives JEL [Joint Electronic Library]" site.
- d. <u>Sensitive Compartmented Information (SCI) Publications</u>. Joint Staff publications that are SCI will be processed through SCI channels as directed in reference d.
- 4. <u>Message Directives</u>. Messages will not be used to transmit CJCS and Joint Staff directives, policies, or permanent procedures. When time sensitivities make the use of messages necessary for such purposes, the directive, policy, or procedure will be effective for no more than 90 days, during which time the originator will prepare the information for issue as an instruction, manual, notice, guide, handbook, or pamphlet, as appropriate.

APPENDIX A TO ENCLOSURE C

JS FORM 6

REQUEST FOR REVIEW OF JOINT STAFF PUBLICATIONS, **DOCUMENTS, AND FORMS** (CJCSIs, CJCSMs, CJCSNs, JSIs, JSMs, JSNs, JAIs, Directives, MOPs, Charters, TORs, & Forms) Part 1 TO: SJS NR: SUSPENSE DATE: PUBLICATION/FORM NUMBER, DATE & TITLE: REVIEW: X Annual Special **FILE LOCATION:** SPECIAL INSTRUCTIONS: **REQUESTING OFFICIAL (Title and Signature)** DATE Part 2 TO: Records Management and Automation Support Branch THRU: Assignment & Control Branch Actions Division, OSJS Information Management Division, OSJS STATUS OF REVIEWED DOCUMENT/FORM (Check Applicable Boxes) Document/Form is current and no change is required. Document has been (rescinded/superseded) by: Action will be taken to revise/cancel document by date indicated below: Collaboration within Joint Staff only is required; 90 days to complete update is authorized. Update/ cancellation action will be completed by: Collaboration with external organizations is required; 180 days to complete update is authorized. Update/cancellation action will be completed by: Memo/JS Form 136 sent to VDJS on requesting a one year extension. Other: **REMARKS:** PROJECT/ACTION OFFICER NAME AND PHONE NO. DATE **SECTION CHIEF (Signature/Date)** MILITARY SECRETARY (Signature/Date)

JS FORM 6. JAN 96 (EG)

PREVIOUS EDITIONS ARE OBSOLETE

APPENDIX B TO ENCLOSURE C

JS FORM 136

JOINT STAFF ACTION PROCESSING FORM						
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SUBJECT						
EXECUTIVE SUMMARY						
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2. <u>Discussion</u> .						
3. Recommendation.						
						:
		COORDIN	ATION			
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AO/J/DIV/EXT				Date Pr	epared:	
CLASSIFICATION		CLA	SSIFICATION/DECLAS	SIFICATION INSTRUC	TIONS	
UNCLASSIFIED						
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JS FORM 136 Jun 1997 app

INTERNAL STAFF PAPER, RELEASE COVERED BY CJCSI 5714.01
PREVIOUS EDITIONS ARE OBSOLETE

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APPENDIX C TO ENCLOSURE C

JS FORM 48

DISTRIBUTION AUTHORIZATION SHEET 620-02												
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JS FORM 48, MAR 95 (EF)

PREVIOUS EDITIONS MAY BE USED

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APPENDIX D TO ENCLOSURE C

JS FORM 115-1

JOINT STAFF PUBLICATIONS RUNNING SHEET SHEET NO. -NOTE: Publications requiring separate covers start with cover portion. All others start with folio. **INSIDE FRONT INSIDE BACK** FRONT COVER **BACK COVER COVER COVER TRUE FOLIOS TRUE FOLIOS** PRINTED FOLIOS / Page Numbers PRINTED FOLIOS / Page Numbers (Face Pages) (Back Pages)

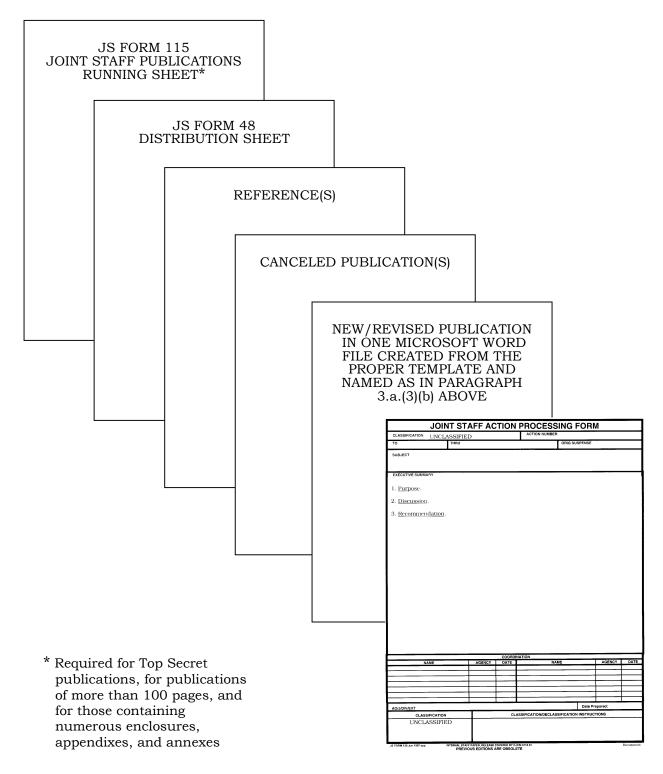
JS FORM 115-1, MAY 93

JOINT STAFF PUBLICATIONS RUNNING SHEET								
	SHEET NO.							
TRUE FOLIOS (Face Pages)	PRINTED FOLIOS / Page Numbers	TRUE FOLIOS (Back Pages)	PRINTED FOLIOS / Page Numbers					
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JS FORM 115-2, MAY 93

APPENDIX E TO ENCLOSURE C

STRUCTURE OF A FINAL JSAP PACKAGE



Appendix E Enclosure C (INTENTIONALLY BLANK)

ENCLOSURE D

FORMAT AND CONTENT REQUIREMENTS FOR CJCS, JOINT STAFF, AND J-DIRECTORATE PUBLICATIONS

1. General

- a. <u>Instructions, Manuals, Notices, and Guides</u>. Templates for CJCS, Joint Staff, and J-directorate instructions, manuals, notices, and guides are available in Microsoft Word from the JS FORM icon located on the standard toolbar. These templates automate most of the formatting described in this enclosure; however, they do not explain formatting and content requirements. See Enclosure E for instructions on using the templates and Enclosure G for examples of the publications.
- b. <u>Handbooks</u>, <u>Pamphlets</u>, <u>and Special Use Guides</u>. As special use publications, handbooks and pamphlets are not required to adhere to the formatting standards set forth in this manual. They are customarily designed by graphics personnel according to the unique requirements of their content and audience. Some special use guides also necessitate unique formatting. See Enclosure G for examples.
- 2. <u>Electronic File Naming Standards</u>. (See Figure D-1 below.) The Microsoft Word file name for all CJCS, Joint Staff, and J-directorate publications-excepting change notices--will consist of the directive acronym, one space, the directive number, one dash, the word "Master," one period, and the word "doc." If the directive number contains a period, the period will be represented in the file name by a dash. In change notices, the word "Master" will be replaced by the acronym "CH" (for change) and the change number.

DOCUMENT NUMBER	FILE NAME
CJCSI 3218.01	CJCSI 3218-01-Master.doc
JSM 5711.01A	JSM 5711-01A-Master.doc
CJCSN 5120	CJCSN 5120-Master.doc
Change 1 to JSM 5240.01B	JSM 5240-01B-CH1.doc
Change 3 to CJCSI 3110.04	CJCSI 3110-04-CH3.doc

Figure D-1. Naming Electronic Files

3. Formatting Standards

- a. <u>Basic</u>. For exceptions to these instructions relating to page 1 and to the cover page, see subparagraphs 2.b. and 4.a. below.
 - (1) Paper. Use 8-1/2 by 11-inch white bond.
 - (2) <u>Font</u>
- (a) <u>Document Pages</u>. Use Bookman Old Style 12 point. Use underlining only to identify paragraph headings. Use bolding **only** for emphasis within text. Use sentence case throughout text and uppercase for titles.
 - (b) <u>Classification Markings</u>. Use Arial 24 point bold.
- (3) <u>Margins, Spacing, and Alignment</u>. Single space draft and final versions. Double space between paragraphs and between titles and text. Left align text. Center titles. Use 1-inch top, bottom, and side margins, and 1/2-inch header and footer margins.
- (4) <u>Header and Footer</u>. The header will be right aligned and will consist of the document number on the first line, the document date on the second line, and one blank line below the document date. The footer will be centered and will consist of the page number. Pagination requirements for enclosures and additional pages are described in subparagraph d.(3) and paragraph 5. below.
- (5) <u>Paragraph Numbering and Indentation</u>. Number and indent paragraphs and subparagraphs as exemplified below (Figure D-2). If not using a template, use .3-inch as the default for tab settings. A paragraph "1" must have a paragraph "2;" a subparagraph "a" must have a subparagraph "b." Include headings for all major paragraphs and subparagraphs. Return second and succeeding lines of subparagraphs to the left margin of the page.
- (6) <u>Document Length</u>. The basic instruction, manual, notice, or guide will not exceed six pages in length. If more than six pages are required, additional information will be published in an enclosure or enclosures (subparagraph 2.d.).
- (7) <u>Signature Block</u>. The signature block of the appropriate individual will be entered electronically at the time the publication is approved. As part of this process, the proper Microsoft Word template **must** be utilized in drafting the publication.

Figure D-2. Paragraph Numbering and Indentation

b. First or Logo Page

- (1) <u>Header and Footer</u>. The first page header will contain the JCS logo flush with the left margin; the type of document, in Century Schoolbook 36 point font, centered to the right of the logo; and a double horizontal line from margin to margin one space below the logo. There is no first page footer.
- (2) <u>First Line</u>. Type the directorate OPR flush with the left margin, one space below the header. Type the document number flush with the right margin. (Document numbers are assigned as outlined in Enclosure B.)
- (3) <u>Second Line</u>. Type the distribution code(s) flush with the left margin, directly below the OPR. (Distribution codes are explained in Enclosure F.) Type the date flush with the right margin, directly below the document number. Date the final copy 10 working days in advance of the expected approval date.

(4) <u>Basic Document Title</u>. Center the title in capital letters on the second line below the distribution code and date.

c. References

- (1) On the First Page. List five or fewer references on the first page. Type "Reference:" or "References:" as appropriate on the second line under the title, flush with the left margin. Letter references "a," "b," and so on, in the order used in the text. Indent the first line of each reference at the .3-inch (first subparagraph) tab stop, and return second and succeeding lines to the left margin of the page. Single-space between references. When there is only one reference, omit the letter prefix.
- (2) <u>As the Last Enclosure</u>. List six or more references in the last enclosure to the basic document. Letter references "a," "b," and so on, in the order used in the text. Type each reference flush with the left margin. Double-space between references.
- (3) <u>In the Basic Document Text</u>. All references must be referred to in the text of the document, in the same order as in the reference listing. Refer to them by letter, i.e., "reference a," "reference b."

(4) Reference Structure

- (a) Identify references to Joint Staff publications by four- or six-digit series number and by title; do not include the specific document alpha designator or date: e.g. "JSM 2300.03 Series, 'Realignment of Overseas Sites,'" **not** "CJCSI 2300.03**A**, **19 Sep 01**, 'Realignment of Overseas Sites.'"
- (b) Identify references to documents other than Joint Staff publications by document number, date, and title: e.g. "DOD Directive 5000.1, 23 October 2000, 'The Defense Acquisition System;'" "JP 1-01, 5 July 2000, 'Joint Doctrine Development System.'" If not numbered or titled, identify the document originator, date, and subject.
- d. <u>Enclosures</u>, <u>Appendices</u>, <u>and Annexes</u>. If the basic document is more than six pages long, use an enclosure to publish additional information. Use an appendix to publish information additional to an enclosure. Use an annex to publish information additional to an appendix.
 - (1) <u>Header</u>. Same as basic (subparagraph 2.a.[4]).
- (2) <u>Title Page</u>. Identify enclosures, appendixes, and annexes by uppercase letters, centered on the first line below the header, excepting that a single enclosure, appendix, or annex will have no identification letter. Center the title

of the enclosure, appendix, or annex on the second line below the identification letter. (Figure D-3.)

ENCLOSURE G EXAMPLES APPENDIX B TO ENCLOSURE G EXAMPLE OF A NOTICE ANNEX A TO APPENDIX B TO ENCLOSURE G EXAMPLE OF A CANCELLATION NOTICE

Figure D-3. Enclosure, Appendix, and Annex Title Pages

(3) Footer. (See Figure D-4 below.)

Footer -Section 3-		
	<u>G-1</u>	Enclosure G
Footer -Section 4-		,
		Appendix B
	G-B-1	Enclosure G
Footer -Section 5-		,
		Annex A Appendix B
 	G-B-A-1	Enclosure G

Figure D-4. Enclosure, Appendix, and Annex Footers

(a) For all enclosure, appendix, and annex pages, including the first page, center the page number, prefixed by the identification letter: e.g., "G-1" for page 1 of Enclosure G, "G-B-1" for page 1 of Appendix B to Enclosure G, "G-B-A-1" for page 1 of Annex A to Appendix B to Enclosure G.

- (b) For enclosures, type the enclosure identification in upper and lower case flush with the right margin, on the same line as the page number. For appendixes, type the appendix identification immediately above the enclosure identification. For annexes, type the annex identification immediately above the appendix identification.
- (4) <u>In the Basic Document Text</u>. All enclosures--but not annexes and appendixes--must be referred to in the basic document text and listed below the signature block.
 - (a) In the Text. Refer to enclosures by letter: i.e., "Enclosure B."
 - (b) Below the Signature Block.
- <u>1</u>. On the second line, type "Enclosure:" or "Enclosures:" as appropriate, flush with the left margin. Indent the first line of each enclosure at the .3-inch (first subparagraph) tab stop. Use title case throughout the listing. Separate the letter and title by a double dash: i.e., "B--Quick Reference." Return second and succeeding lines of individual listings to the left margin of the page. Single-space between listings.
- <u>2</u>. Appendixes and annexes may, but are **not required** to, be included in this listing. If included, they will be entered in the order in which they occur in the document; numbered and titled as they are in the document, with a double dash between the letter and the title; and indented in the same manner as succeeding subparagraphs (Figure D-2 above).
- e. <u>Footnotes and Endnotes</u>. Footnotes and endnotes that reference sources will not be used in Joint Staff publications; rather, references will be listed either on the first or last page and will further be referred to in the text (subparagraph 2.c.). If special circumstances require the use of explanatory notes, use footnotes, not endnotes, following the format detailed in reference e. Separate footnotes from the text by a solid horizontal line 2 inches long flush with the left margin. ²
- f. <u>Tables and Figures</u>. Tables and figures may be used throughout the basic text and in enclosures, appendixes, and annexes, as appropriate. Font size--but not style--may be adjusted to accommodate the internal requirements of the table or figure. Identify tables and figures using Arabic numerals prefixed by the enclosure, appendix, or annex identification letter(s) and

D-6

¹ This is an example of an explanatory footnote. Use of footnotes in Joint Staff publications is rare.

² To access the footnote capability of Microsoft Word, select "Foot<u>n</u>ote..." from the "Insert" menu on the formatting toolbar.

followed by a period: e.g., "Table D-1." "Figure D-3." Center the identifier and the title of the table or figure, in title case, on the line immediately below the table or figure.

4. Content and Organization Standards

- a. <u>Basic Organization</u>. See Appendix to this enclosure for a diagram of the structure of a Joint Staff publication containing all possible sections.
- b. <u>Basic Paragraphs: First Three</u>. All CJCS, JS, and J-directorate instructions, manuals, notices, and guides will begin with the following three paragraphs in the order discussed below.
- (1) <u>Purpose</u>. State concisely why the instruction, manual, notice, or guide is being published.
- (2) <u>Cancellation</u>. If applicable, list the publication canceled by the subject publication; if none, state: "None." If the subject publication cancels more than one publication, list each in a separate paragraph
- (3) <u>Applicability</u>. State to whom the publication applies. If it is being distributed to others for information only, state so.
- c. <u>Basic Paragraphs: Last Two</u>. All CJCS, JS, and J-directorate instructions, manuals, notices, and guides will end with the following two paragraphs in the order discussed below.
- (1) <u>Releasability</u>. See Table D-1 below for a matrix of publications release categories by classification and access restriction.

(a) Unclassified Publications

- <u>1</u>. The Director, Joint Staff, has approved the release of selected unclassified Joint Staff publications on the Internet JEL and the JEL CD-ROM under one of the following three categories, to be determined by the OPR.
- <u>a. Unlimited.</u> Releasable to the general public via the Internet JEL site and JEL CD-ROM. Also available to Joint Staff activities on the Joint Staff LAN.
- <u>b</u>. <u>Limited</u>. Releasable via the Internet JEL site only to .mil and .gov users. Also available to Joint Staff activities on the Joint Staff LAN.
- <u>c</u>. <u>Restricted</u>. Releasable only to Joint Staff activities on the Joint Staff LAN. Release in electronic format requires approval of the OPR.

- $\underline{2}$. Accordingly, each new and/or revised unclassified CJCS and Joint Staff instruction, manual, and notice--with the exception of cancellation and change notices--and each new and/or revised unclassified guide will include a paragraph defining the document's releasability. Upon selecting the appropriate category, insert the related releasability paragraph below.
- <u>a. Unlimited.</u> "This instruction/manual/notice is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this instruction/manual/notice through the Internet from the CJCS Directives Home Page--http://www.dtic.mil/doctrine/jel/cjcsd.htm. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM."
- <u>b. Limited</u>. "This instruction/manual/notice is approved for limited release. DOD components (to include the combatant commands) and other Federal agencies may obtain copies of this instruction/manual/notice through controlled Internet access only (limited to .mil and .gov users) from the CJCS Directives Home Page--http://www.dtic.mil/doctrine/jel.htm. Joint Staff activities may access or obtain copies of this instruction/manual/notice from the Joint Staff LAN."
- <u>c. Restricted.</u> "This instruction/manual/notice is not approved for electronic release on the World Wide Web (WWW); electronic release is restricted to the Joint Staff LAN only. Approval from the office of primary responsibility is required for further release of this instruction/manual/notice in electronic format on the WWW."

(b) Classified Publications

- $\underline{1}$. Joint Staff publications classified Secret or Confidential will be released electronically according to one of the following three categories, as determined by the OPR. **Top Secret publications will not be released in electronic format.**
- <u>a. Classified Unlimited</u>. Releasable to all users of the SECRET Internet Protocol Router Network (SIPRNET). Also available to Joint Staff activities on the Joint Staff LAN.
- <u>b. Classified Limited</u>. Releasable via SIPRNET and the Joint Staff LAN only on a need-to-know (NTK) basis.
- <u>c</u>. <u>Classified Restricted</u>. Releasable via the Joint Staff LAN only on an NTK basis.

- <u>2</u>. Accordingly, each new and/or revised classified Joint Staff publication will include a paragraph defining the document's releasability. For Secret and Confidential publications, upon selecting the appropriate category, enter the related releasability paragraph from the first three below. **Top Secret publications will contain the "Top Secret Restricted" paragraph.**
- <u>a. Classified Unlimited.</u> "This classified instruction/manual/notice is approved for classified release. DOD components (to include the combatant commands) and other Federal agencies may obtain copies of this classified instruction/manual/notice through the SIPRNET from the CJCS Directives Home Page; access by SIPRNET users and distribution with the SIPRNET community is unlimited. Joint Staff activities may also access this instruction/manual/notice on the Joint Staff LAN."
- <u>b. Classified Limited.</u> "This classified instruction/manual/ notice is approved for limited classified release. Access by SIPRNET users is restricted on a need-to-know (NTK) basis. NTK may be pre-established by the office of primary responsibility through a distribution list, or by defining communities of interest. NTK may be enforced by use of authentication mechanisms such as password, digital certificate, or file level discretionary controls. DOD components (to include the combatant commands) and other Federal agencies may not electronically post this directive or produce paper copies without prior approval of the Joint Staff. Joint Staff activities may access or obtain copies of this directive from the Joint Staff LAN."
- <u>c. Classified Restricted.</u> "This classified instruction/manual/ notice is not approved for electronic release on any external web site; electronic release is restricted to the Joint Staff LAN only. Approval from the office of primary responsibility is required for further release of this instruction/ manual/notice in electronic format."
- <u>d</u>. <u>Top Secret Restricted</u>. "This Top Secret instruction/manual/ notice is not authorized for release on any web site."

(2) Effective Date

- (a) <u>Instructions, Manuals, and Guides</u>. State when the publication becomes effective: e.g., "This instruction is effective upon receipt."--or--"This instruction is effective on 1 January 2002."
- (b) <u>Notices</u>. Indicate both the effective and expiration dates of the notice; e.g., "This notice is effective upon receipt. It expires 30 September 1995."--or--"This notice is effective 1 January 2002. It expires 1 January 2003."

RELEASE CATEGORY	RELEASE PARAMETERS & AUTHORITY		UNCLASSIFIED	CONFIDENTIAL & SECRET	TOP SECRET		
UNLIMITED	- Post to same classification level - No restrictions on	E-LOCATION	- DTIC - NIPRNET - JS LAN	- SIPRNET - JS LAN			
	access	AUDIENCE	- All/public	- SIPRNET users			
- Post to same classification level - Location & audience		E-LOCATION	- DTIC - NIPRNET - JS LAN	- SIPRNET - JS LAN			
	determined by OPR	AUDIENCE	mil & .gov users only	- Determined by OPR			
RESTRICTED	- Location & audience		- JS LAN only				
	on NTK basis as determined by OPR - NTK access enforced	AUDIENCE	- Determined by				
NON- RELEASABLE - Non-releasable due to sensitivity of information - Cannot be posted - Paper copy distribution controlled by OPR							
DTIC = Defense Technical Information Center JS LAN = Joint Staff Local Area Network NIPRNET = Non-Secure Internet Protocol Router Network SIPRNET = Secret Internet Protocol Router Network							

Table D-1. Electronic Release Categories by Classification and Access Restriction

d. Specific Paragraphs for an Instruction

- (1) <u>Policy</u>. State briefly but precisely the activity governed by the instruction, the requirements the instruction sets forth, and the reason for them.
- (2) <u>Definitions</u>. Include a paragraph to define terms not listed in the primary reference. Use a glossary when the list of definitions exceeds half a page.
- (a) Place the glossary after the last enclosure. Use the formatting standards for an enclosure (subparagraph 2.d.) except that the page number will be prefixed by the letters "GL." Use a dash (-) between the term and its definition; write definitions in paragraph style and double space between them.

- (b) At the discretion of the AO, the glossary may also contain a list of abbreviations and/or acronyms. In this case, the glossary will be broken into two parts: Part I--Abbreviations (and/or Acronyms), and Part II--Definitions. See reference e for further guidance on using a glossary.
- (3) <u>Responsibilities</u>. Identify any agency, activity, directorate, or separate office responsible for initiating, reviewing, and completing functions or tasks required by the publication. Be as specific as possible, but agencies tasked must be under CJCS cognizance and the task should be levied on the agency head.
- (4) <u>Summary of Changes</u>. If applicable, state concisely how this publication is changed from the one(s) it cancels; if not, state: "None."

e. Specific Paragraphs for a Manual

- (1) <u>Procedures</u>. Explain the mode or course of action that the manual prescribes. If extensive instructions are necessary, place them in an enclosure or enclosures.
- (2) <u>Summary of Changes</u>. If applicable, state concisely how this publication is changed from the one(s) it cancels; if not, state: "None."

f. Specific Paragraphs for a Notice

- (1) <u>Background</u>. Summarize the circumstances leading to or necessitating the notice.
- (2) <u>Action or Procedure</u>. Explain the action that the notice directs be taken.
- g. <u>Cancellation and Change Notices</u>. Wording and paragraphing of cancellation and change notices has been standardized in the related templates (see Enclosure E, paragraphs 4 and 5).
- h. <u>Specific Paragraphs for a Guide</u>. No specific paragraphs are required for a guide. Content and organization will be determined by the OPR based on purpose and applicability.

5. Standards for Additional Pages

a. Cover Page

(1) Instructions and notices of 50 pages or more will have cover pages; covers for instructions and notices of less than 100 pages will be printed on

regular bond paper; covers for instructions and notices of 100 or more pages will be printed on card stock. All manuals and guides will have cover pages printed on card stock.

- (2) Cover page font will be Bookman Old Style bold. The page will contain the publication number and effective date in the upper right corner in 14 point font, the publication name centered above the JCS logo in 24 point font; and the following address centered below the logo in 18 point font: "Joint Staff, Washington, D.C. 20318." The cover page will not be numbered.
- b. <u>Intentionally Blank Page</u>. Insert an intentionally blank page whenever any part of a publication ends on an odd numbered page. Intentionally blank pages will be identified as such in upper case, in parentheses, in the center of the page, and will contain the same header and footer, including pagination, as the part of the document to which they belong.

c. <u>Distribution Page</u>

- (1) If special distribution is required (Distribution S--see Enclosure F), list the recipients and the number of copies each is to receive on a separate page following the signature page. Title the page "DISTRIBUTION." Use the basic header. Begin page numbering in the footer on the first page, in lower case Roman numerals, beginning with "i".
- (2) To keep the distribution of Joint Staff publications as standard as possible, list only the agency head and total number of copies for the agency. If special requirements dictate that copies of the publication go directly to subordinate offices within an agency, use JS Form 48 (Appendix C to Enclosure C) to indicate the exact breakdown of copies to the agency.
- d. <u>List of Effective Pages</u>. All publications of 50 pages or more will include a list of all current pages including pages of enclosures, appendixes, annexes, any additional pages, and any changes. Title the page "LIST OF EFFECTIVE PAGES" and place it after the basic document or distribution page. Use the basic header. Continue page numbering from the distribution page. If there is none, begin page numbering in the footer on the first page, in lower case Roman numerals, beginning with "i".
- e. Record of Changes. All publications of 50 pages or more will include a page for recording the following information on posting each change: change number, date of change, date change entered, name of person entering change. Title the page "RECORD OF CHANGES" and place it immediately after the list of effective pages. Continue page numbering from the list of effective pages.

f. Table of Contents

- (1) Include a table of contents if the publication is large or complex enough that it would to be helpful to users. Title the page "TABLE OF CONTENTS," place it after the record of changes, and continue page numbering from the record of changes.
- (2) The table of contents should consist of the major sections of the publication, the major headings within each section, and the first page number of each. Begin with the initial enclosure; list all titles and section headings exactly as they appear in the text, without paragraph numbering or underlining. If tables and figures are a primary feature of the publication, list them separately, as the last items in the table. Use upper case for enclosure titles and title case for all other listings. Double space before and after enclosure titles and before appendix listings; single space all other listings. Use the basic paragraph indentation to indicate subordinate listings (subparagraph 2.a.[5]).
- g. <u>Changed Page</u>. Document amendments requiring changed pages will have a solid vertical line drawn in the right or left margin of the page, as exemplified to the right of this paragraph, to designate the changed portions of the text. The original of the page to be amended **and** its reverse side must be provided for printing. Changed pages will further be designated in the page header by:
- (1) Placing the "CH" (change) acronym and the change number in Arabic numerals to the right of the document number: e.g. "JSM 5701.01A CH 1."
 - (2) Replacing the original document date with the date of the change.

6. Security Classification Markings

- a. <u>General</u>. All information in classified Joint Staff publications must be clearly marked to show whether the information is classified and at what level. Each section of a Joint Staff publication must be clearly marked to show its overall classification, declassification information, and any warning notices or other additional protective markings. Security classification marking requirements for Joint Staff publications, including the use of acronyms and parenthetical symbols, are detailed in reference d and outlined below.
- b. <u>Basic Classification Marking</u>. Use Arial 24 point font bold for all classification and protective markings in headers and footers. For markings in the document text, use Bookman Old Style 12 point font.

(1) <u>Cover Pages</u>. Type security classification markings indicating the highest classification contained in the publication, and any additional protective markings contained therein, as the first entry in the header and the last entry in the footer of both front and back cover pages. Center the markings.

(2) Pages Within Sections

- (a) Type security classification markings indicating the highest classification contained in the section, and any protective markings, as the first entry in the header and last entry in the footer of all pages in the section. Center the markings.
- (b) For classified publications in which the basic document is unclassified, add the following paragraph at the bottom of the signature page of the basic document: "Document Security. This basic [instruction, manual, notice, or guide] is unclassified. The Enclosure[s] is [are] classified as marked."
- (3) <u>Paragraphs Within Pages</u>. Insert the parenthetical symbol for the highest classification contained in the paragraph at the beginning of the paragraph. Place the symbol two spaces after the paragraph designator and two spaces before the text. This instruction applies to subparagraphs as well, e.g., all paragraphs and subparagraphs will have individual classification markings.
- (4) <u>Titles and Subtitles</u>. All titles and subtitles will have individual classification markings. For unclassified titles and subtitles, insert the parenthetical symbol following the title, two spaces after the text. For classified titles and subtitles, insert the parenthetical symbol at the beginning of the title, two spaces before the text. Avoid the use of classified titles.
- c. <u>Classification and Declassification Statements</u>. Each classified section of a Joint Staff publication must contain classification and declassification statements. Place the statements at the bottom of the first page, at a tab stop of 3.25, and include the following information.
 - (1) For originally classified sections:

"Classified by: Reason: Declassify on:" (2) For derivatively classified sections:

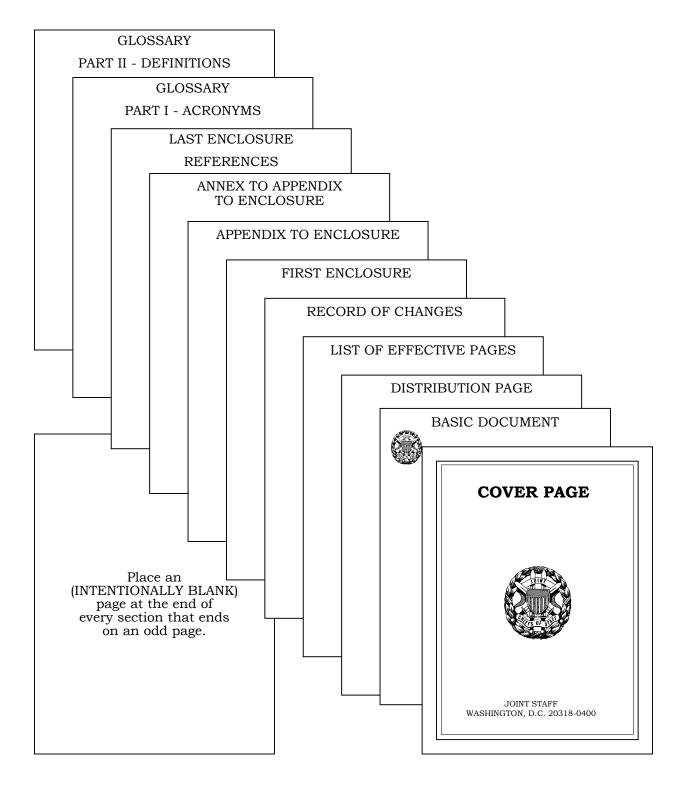
"Derived from:
Declassify on:"

- d. <u>Marking Tables and Figures</u>. All tables and figures will have individual classification markings following the basic principles of:
 - (1) Marking overall with the highest level of classification.
- (2) Marking portions, including titles and explanatory text, to eliminate doubt as to what the classification of that portion may be.
- (3) Including the required classification and/or declassification statements if the tables or figures are single-page items.

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APPENDIX TO ENCLOSURE D

BASIC ORGANIZATION OF A JOINT STAFF PUBLICATION



JSM 5701.01A 22 March 2002

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ENCLOSURE E

USING TEMPLATES FOR INSTRUCTIONS, MANUALS, NOTICES, GUIDES, AND THEIR COVERS

1. <u>Template Basics</u>

- a. Templates for CJCS, Joint Staff, and J-directorate instructions, manuals, notices, guides, and their covers have been combined into two master templates--a document template and a cover template. Both are available in Microsoft Word from the "JS FORM" icon on the standard toolbar. These templates automate most of the formatting described in Enclosure D. In the document template, much of the field data is not required and can be entered later, as the document is drafted. Enclosures, appendixes, and other sections, as well as classification markings, can also be entered as the document is developed. In the cover template, only three entries are required, plus classification markings if applicable.
- b. To access the templates, click on the "JS FORM" icon on the Microsoft Word standard toolbar. This will bring up the "Joint Staff Forms" template menu. (Figures E-1 and E-2.)

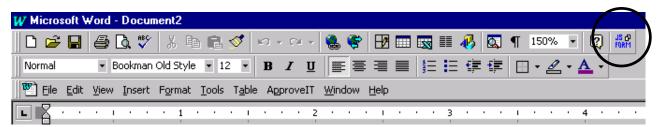


Figure E-1. Microsoft Word Standard Toolbar: JS FORM Icon

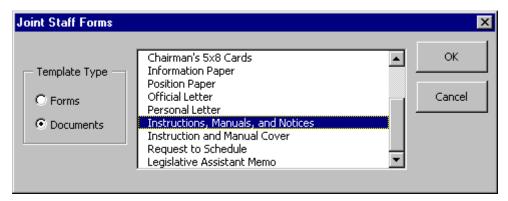


Figure E-2. Joint Staff Forms Template Menu: Template Selection

2. <u>Using the Master Document Template</u>

- a. <u>Template Selection</u>. (Figures E-2 and E-3.)
 - (1) Select "Documents" on the template menu.
- (2) Double click on "Instructions, Manuals, and Notices," or highlight "Instructions, Manuals, and Notices;" then click "OK." This will bring up Dialog Box 1 and add two icons to the Microsoft Word formatting toolbar, a yellow "E," which can be used to add sections to the document, and a yellow "C," which can be used to add classification markings (see subparagraphs h. and i. below).
- (3) In Dialog Box 1--"Instructions, Manuals, and Notices"--select applicable originator "Type" and "Document Type;" then click "OK."

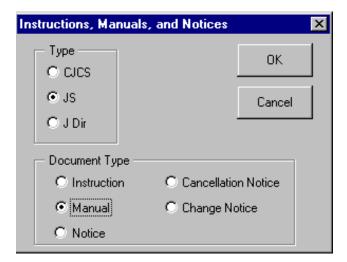


Figure E-3. Dialog Box 1: Instructions, Manuals, and Notices

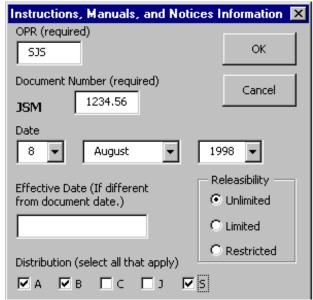


Figure E-4. Dialog Box 2: Instructions, Manuals, and Notices Information

- b. <u>Creating the Document Shell</u>. Use Dialog Box 2--"Instructions, Manuals, and Notices Information"--to create the basic document structure (Figure E-4).
 - (1) Enter originating office in "OPR" field.
- (2) Enter "Document Number" assigned by RMAS Br/IMD (see Enclosure C, subparagraph 3.a.[1]).
- (3) Enter document "Date." (Date final copy 10 working days in advance of expected approval date.)

- (4) Enter "Effective Date" if different from document date.
- (5) Select all "Distribution" codes that apply (see Enclosure F). If special distribution is required, selecting "S" will automatically add a distribution page to the document.
- (6) Select "Releasability" category from the options (see Enclosure D, subparagraph 3.c.[1]). The selection will automatically add the required paragraph to the document.
 - (7) Click "OK" to complete this dialog and enter Dialog Box 3.
- c. <u>Entering Required Paragraphs</u>. Use Dialog Box 3--"[Document] Information"--to enter required paragraphs into the basic document and begin drafting the basic document, if desired. The title of this dialog box will reflect the type of document selected (instruction, manual, notice, cancellation notice, change notice, or guide). The data entry fields will also vary depending on the type of document selected (Figure E-5).

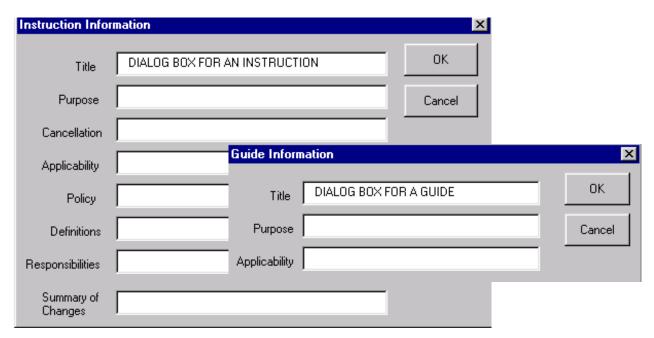


Figure E-5. Dialog Box 3: Information Dialog Boxes for an Instruction and Guide

- (1) None of the fields requires an entry to continue creating the document; however, entry of the document title is highly recommended. Whether or not entries are made, the specific paragraph numbers and titles required for the type of document selected will automatically be inserted and may be developed and/or edited at a later time.
 - (2) Click "OK."

d. <u>Entering Reference and Enclosure Information</u>. Use Dialog Box 4-"Reference Information"--to enter initial reference and enclosure information
(Figure E-6).

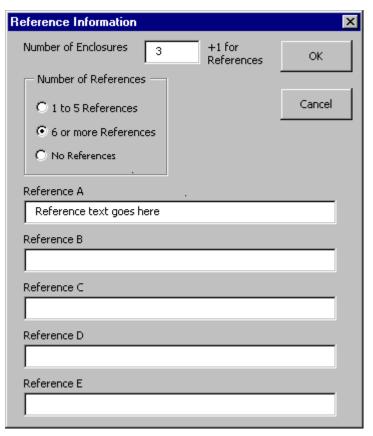


Figure E-6. Dialog Box 4: Reference Information

- (1) Enter the "Number of Enclosures" to be added to the basic document. This entry automatically lists the enclosure letters on the last page of the basic document and generates enclosure title pages, with header and footer.
- (2) Enter the "Number of References" to be cited. If "6 or more References" is selected, the number of enclosures will automatically be increased to add a references enclosure. The references enclosure will always be the last enclosure.
- (3) Enter the complete citation for each reference, if desired, or this information may be added later.
 - (4) Click "OK" to generate Dialog Box 5.

e. <u>Adding Other Sections to the Document Shell</u>. Use Dialog Box 5-"Additional Document Sections"--to add special pages and other sections to the document (Figure E-7). Dialog Box 5 will appear on the last page of the basic document, near the enclosure listing. None of the fields in this box are required, and the dialog can be resumed later by clicking the yellow "E" icon on the Microsoft Word formatting toolbar.

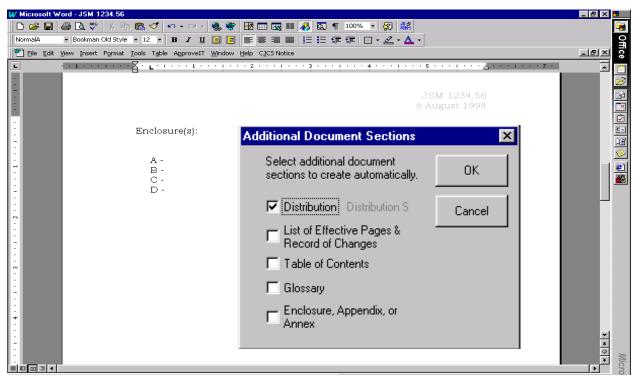


Figure E-7. Dialog Box 5: Additional Document Sections

- (1) If Distribution S was selected in Dialog Box 2, the "Distribution" field will have been automatically selected in Dialog Box 5. If it was not selected and a distribution page is needed, select this field.
- (2) Select "List of Effective Pages & Record of Changes" if the publication will number 50 pages or more.
- (3) Select "Table of Contents" if the publication is large or complex enough that a list of major headings and subheadings would be helpful to users.
- (4) Select "Glossary" when a large list of definitions and/or abbreviations and acronyms is required (longer than half a page).
- (5) Select "Enclosure, Appendix, or Annex" to add more enclosures and/or appendixes and annexes.

- (6) Upon clicking "OK," the template will generate all sections selected and bring up Dialog Box 6.
- (7) To proceed directly to Dialog Box 6 without making selections from Dialog Box 5, click "Cancel."
- f. Completing the Document Shell. Respond to the prompts in Dialog Boxes 6, 7, and 8 to complete the document shell (Figures E-8, E-9, and E-10). These dialog boxes follow one another and repeat themselves until all enclosures, appendixes, and annexes are positioned and titled. The dialogs can be terminated at any time by clicking on "Cancel" or "No," as appropriate, and can be resumed later by clicking the yellow "E" on the Microsoft Word formatting toolbar. Terminating any of these dialogs will end all dialog with the template and allow direct access to the document for drafting and editing.
 - (1) Dialog Box 6 automates titling enclosures, appendixes, and annexes.

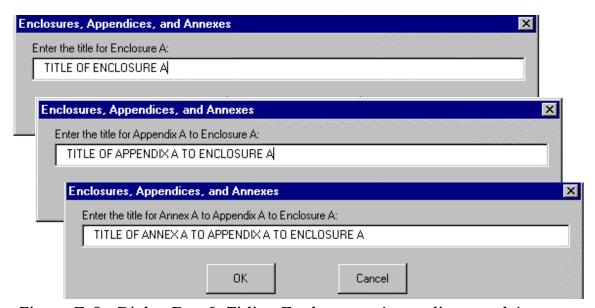


Figure E-8. Dialog Box 6: Titling Enclosures, Appendices, and Annexes

(2) Dialog Box 7 reflects the total number of enclosures selected and allows additional selections.

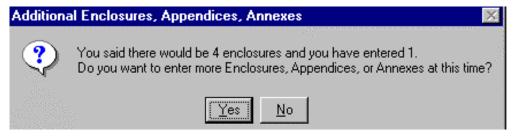


Figure E-9. Dialog Box 7: Additional Enclosures, Appendices, and Annexes

(3) Dialog Box 8 allows selection of a section type (enclosure, appendix, or annex) and its position in the document. To position the section, highlight the section **after** which the new section is to be placed (i.e., to position Annex A to Appendix A to Enclosure A, highlight Appendix A to Enclosure A). Click "OK." Dialog Box 6 will reappear requesting that the new section be titled.

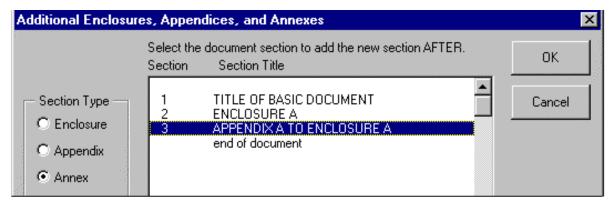


Figure E-10. Dialog Box 8: Placing Enclosures, Appendices, and Annexes

- g. <u>Working Within the Document Shell</u>. Once all template dialog boxes have been exited, the document is available for direct access as an Microsoft Word document. Additional sections can be added manually using the following toolbars (Figure E-11).
 - (1) "Header and Footer" toolbar in the "View" menu.
- (2) "Standard" and "Formatting" toolbars in the "View Toolbars" pull-down menu.

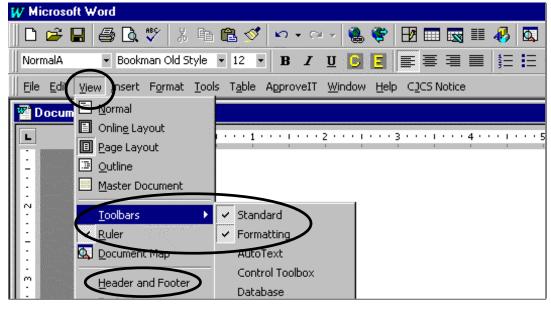


Figure E-11. Microsoft Word Toolbars for Working Within the Document Shell

h. Reactivating the Template. To add document sections automatically after all template dialog boxes have been exited, use the yellow "E"--"Add Sections"--icon on the Microsoft Word formatting toolbar (Figure E-12). Clicking once on the icon will reopen the dialog by bringing up Dialog Box 5--"Additional Document Sections"--and subsequent boxes.

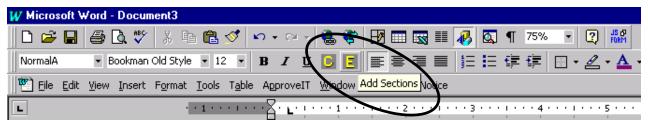


Figure E-12. Microsoft Word Formatting Toolbar: Add Section Icon

i. <u>Adding Classification Markings</u>. To add classification markings to document sections, click on the yellow "C"--"Classification"--icon, to the left of the "E" icon on the Microsoft Word formatting toolbox (Figure E-12 above). Dialog Box 9--"Section Classification"--will appear with a list of the document's sections (Figure E-13).

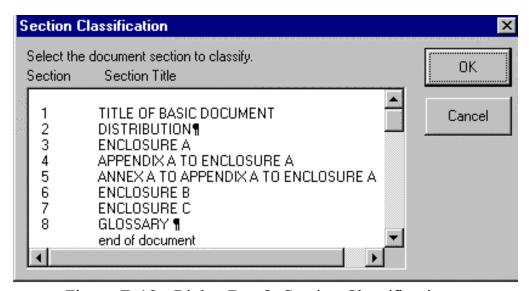


Figure E-13. Dialog Box 9: Section Classification

- (1) In Dialog Box 9, highlight the document section to be classified.
- (2) Click "OK" to bring up Dialog Box 10--"Modify Paper Classification" (Figure E-14).
- (3) In Dialog Box 10, highlight the appropriate overall security classification from the "Classification" pull-down menu; then select any additional protective markings from those listed below it.

(4) Click "OK." The classification markings will automatically be generated in the section selected.

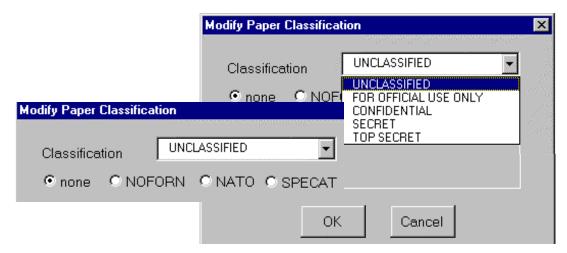


Figure E-14. Dialog Box 10: Modify Paper Classification

- (5) To continue automated classification, click the "C" icon to reopen Dialog Box 9.
- 3. Using the Cover Page Template
 - a. <u>Template Selection</u>. To open the cover template:
 - (1) Click on the JS Form Icon.
 - (2) Select "Documents" on the template menu.
- (3) Double click on "Instruction and Manual Cover." Or highlight "Instruction and Manual Cover;" then click "OK." This will bring up the dialog box and add the yellow "C" icon to the Microsoft Word toolbar, as well as the black "B"--"Blank Page"--icon (Figure E-15).



Figure E-15. Microsoft Word Formatting Toolbar: Cover Classification and Blank Page Icons

b. Creating the Cover Page

(1) The cover template has two automatically generated dialog boxes (Figures E-16 and E-17). Enter the "Document Number," "Date," and "Title" in the first dialog box. Upon clicking "OK," the second dialog box will appear as a reminder to set the classification. Click "OK" to exit. If any information in the publication is classified, click the "C" icon to bring up Dialog Box 10--"Modify Paper Classification" (Figure E-18).



Figure E-16. Cover Page Dialog Box: Instruction, Manual, or Notice Cover



Figure E-17. Cover Page Dialog Box: Set Classification Reminder

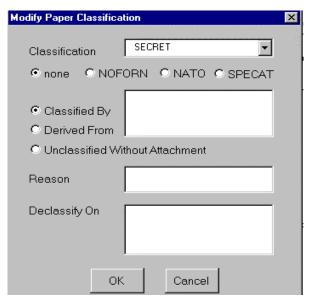


Figure E-18. Dialog Box 10: Modify Paper Classification

- (2) In Dialog Box 10, make entries appropriate to the characteristics of the publication, as follows.
- (a) From the "Classification" pull-down menu, select the highest classification contained in the publication. From the options provided, select any additional protective markings contained in the publication.
- (b) Select "Classified By" or "Derived From" as applicable; then complete the required entries in the classification and declassification statements fields.
- (c) For classified publications in which the basic document is unclassified, select "Unclassified Without Attachment." This selection will automatically place this statement on the cover.
 - (d) Click "OK" to exit the template.
- c. <u>Creating the Intentionally Blank Page</u>. Click on the black "B"--"Blank Page"--icon on the Microsoft Word toolbar to automatically generate the required blank reverse page of the cover page.
- 4. <u>Using the Cancellation Notice Template</u>. This template automatically provides all wording required for a cancellation notice. The user has only to enter document information by following the prompts.
- a. To open the cancellation notice template, select the applicable originator "Type" and the "Cancellation Notice" "Document Type" from Dialog Box 1 of the document template (subparagraph 2.a., Figure E-3). Upon clicking "OK," Dialog Box 2 will appear.
- b. Complete the required information in Dialog Box 2 (subparagraph 2.b., Figure E-4). (Note that the document number of a cancellation notice is the same as the number of the document it cancels.) Upon clicking "OK," the "Cancellation Notice Information" Dialog Box will appear (Figure E-19).

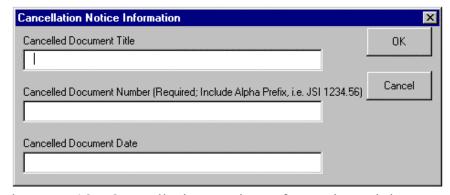


Figure E-19. Cancellation Notice Information Dialog Box

- c. Enter the "Canceled Document Title," "Canceled Document Number," and "Canceled Document Date." Upon clicking "OK," Dialog Box 5 (subparagraph 2.e., Figure E-7) will appear. From this box, a distribution page may be added to the document, if applicable. Click "OK" to exit the template.
- d. If any information in the notice is classified, classification markings can be added by clicking the "C" icon to bring up Dialog Boxes 9 and 10 (subparagraph 2.i., Figures E-13 and E-14).
- 5. <u>Using the Change Notice Template</u>. This template provides the wording required for the basic change notice, then allows the user to complete the document in the same manner as any other document.
- a. To open the change notice template, select the applicable originator "Type" and the "Change Notice" "Document Type" from Dialog Box 1 of the document template (subparagraph 2.a., Figure E-3). Upon clicking "OK," Dialog Box 2 will appear.
- b. Complete the required information in Dialog Box 2 (subparagraph 2.b., Figure E-4). (Note that the document number of a change notice is the same as the number of the document it changes.) Upon clicking "OK," the "Change Notice Information" Dialog Box will appear (Figure E-20).

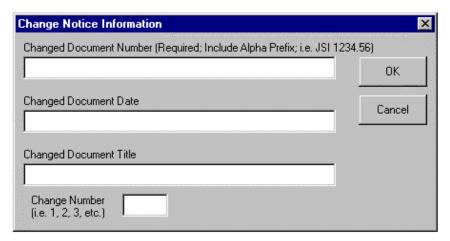


Figure E-20. Change Notice Information Dialog Box

c. Enter the "Changed Document Number," "Changed Document Date," "Changed Document Title," and "Change Number." Upon clicking "OK," Dialog Box 4 will appear, allowing the user to complete the change notice following the same steps as in completing any other document template. This includes entering reference and enclosure information and adding other sections and classification markings, as applicable. (See subparagraphs 2.d. through 2.f.; Figures E-6 through E-14).

- d. Upon exiting the change notice dialog box, enter in paragraph 1 of the notice the pages to be removed and the changed pages to be added; summarize the changes in paragraph 2 (Figure E-21).
- 1. Holders of [**Document Alpha Prefix and Number**], "[**Document Title**]," are requested to make the following changes:

Remove Page(s)Add Page(s)[Page Number][Page Number][Page Number][Page Number]

[Note: The reverse side of all changed pages must be included.]

2. Summary of the changes is as follows: [Insert summary of the changes.]

Figure E-21. Change Notice Required Paragraphs

e. Provide the changed pages themselves in an enclosure or enclosures with the same identifier(s) as the section of the original publication to which they are to be added. For example, if pages B-1 through B-4 and F-A-3 through F-A-8 are being changed, the changed pages will bear these same numbers, and the enclosure listing below the signature block on the basic notice will read:

"Enclosures:

B--[Enclosure Title]
F--[Enclosure Title]
A--[Appendix Title]"

- 6. What the Templates Do Not Do. The major formatting requirements that the Joint Staff publications templates do not automate have to do with the characteristics of their headers and footers and with classification marking. Items that must be entered manually after exiting the templates are:
 - a. Enclosure, appendix, and annex identifier(s) in the enclosure footer(s).
 - b. For classified publications:
- (1) Classification and declassification statements on the first page of each section.
- (2) Classification markings on the reverse of the cover page (blank page-unclassified).

(3) Required paragraph on the signature page for classified publications when the basic document is unclassified (Enclosure D, subparagraph 5.b.[2][b]).

ENCLOSURE F

DISTRIBUTION CODES

Distribution codes for unclassified publications are shown below. As unclassified publications are available on the Internet, the number of copies will be kept to a minimum. If the number of copies will vary from those shown below because of subject matter or special requirements, use Distribution Code S. Distribution of classified publications will be at the discretion of the OPR.

1.	<u>Distribution Code AServices</u>	<u>Copies</u>
	Chief of Staff, US Army	2 2
2.	<u>Distribution Code BDefense Agencies</u>	
	Defense Representative, National Security Agency/ Central Security Service Director, Ballistic Missile Defense Organization Director, Defense Advance Research Projects Agency Director, Defense Information Systems Agency Director, Defense Intelligence Agency Director, Defense Logistics Agency Director, Defense Threat Reduction Agency Director, Joint Interoperability Test Command Director, National Imagery and Mapping Agency	222222
3.	Distribution Code CCombatant Commands Commander, North American Aerospace Defense Command Commander, US Central Command Commander, US European Command Commander, US Joint Forces Command Commander, US Pacific Command Commander, US Southern Command Commander, US Space Command Commander, US Space Command Commander, US Special Operations Command Commander, US Strategic Command Commander, US Transportation Command	222222

4. Distribution Code J--Joint Staff Directorates and Offices

Joint Staff J-1, Director for Manpower and Personnel
Joint Staff J-2, Director for Intelligence
Joint Staff J-3, Director for Operations
Joint Staff J-4, Director for Logistics
Joint Staff J-5, Director for Strategic Plans and Policy
Joint Staff J-6, Director for Command, Control, Communications,
and Computer Systems1
Joint Staff J-7, Director for Operational Plans
and Joint Force Development1
Joint Staff J-8, Director for Force Structure, Resources,
and Assessment1
Joint History Office
Joint Staff Comptroller
Joint Staff Office of the Chief Information Officer
Joint Staff Security Office
Joint Staff Support Services Office
Office of the Secretary, Joint Staff, Actions Division
Office of the Secretary, Joint Staff, Information Management Division3

5. <u>Distribution Code S--Special Distribution</u>. Use this distribution code when recipients or numbers of copies do not fall into the standard distribution lists above. The distribution list should identify recipients and numbers of copies. If special requirements dictate that copies of the publication go directly to subordinate offices within an agency, provide a Distribution Sheet (JS Form 48) indicating the exact breakdown to the Graphics, Printing, and Distribution Section of the Joint Staff Support Services Office.

ENCLOSURE G

EXAMPLES

This manual was structured in part to serve as an example of the requirements it sets forth for format, content, and organization of Joint Staff publications. Examples of requirements not exemplified by this manual are provided in the appendixes to this enclosure. Figure G-1 on the following page provides a consolidated index of examples. Examples provided **in this enclosure** are bolded to distinguish them from examples provided by this publication as a whole. Note that:

- a. Examples generated from actual publications are examples only--not true extracts.
- b. The acronym "CINC" (Commander-in-Chief), used in these examples to refer to the combatant commanders, is no longer applicable to the combatant commanders.
- c. No example of a handbook is included. Distribution of the only current Joint Staff handbook--CJCS Handbook 5260--is restricted. Authorized .mil and .gov users may access this publication on the CJCS Directives Home Page--http://www.dtic.mil/doctrine.

Instruction: G-A-1-G-A-8 Annex: G-B-A-1-G-B-A-2, G-B-B-1-G-B-B-4 Intentionally Blank Page: 4, ii, iv, vi, A-2, C-6, C-A-2, C-B-2, C-C-2, Appendix: C-A-1–C-A-2, C-E-2, D-16, D-A-2 C-B-1-C-B-2, C-C-1-C-C-2, List of effective pages: iii C-D-1-C-D-2, C-E-1-C-E-2, Manual: see this publication as D-A-1-D-A-2, G-A-1-G-A-8, a whole G-B-1-G-B-2, G-C-1-G-C-4, **Notice:** G-D-1-G-D-4, G-E-1-G-E-2 basic: G-B-1-G-B-2 Cancellation notice: cancellation: G-B-A-1-G-B-A-2 G-B-A-1-G-B-A-2 change: G-B-B-1-G-B-B-4 Change notice: Page change: G-B-B-3--G-B-B-4 G-B-B-1-G-B-B-4 Pamphlet: G-E-1-G-E-2 Cover page: Paragraph numbering and for instruction/manual/ indentation: D-2, D-3, D-7 notice/guide in basic format: Record of changes: v see cover to this publication Reference listing: for pamphlet/guide in free as an enclosure: G-A-5-G-A-7 format: G-D-1, G-E-1 on the first page: 1 Distribution page: i Table: D-10 Enclosure: A-1-A-2, B-1-B-10, listing in table of contents: x C-1-C-6, D-1-D-16, E-1-E-14, Table of contents: F-1-F-2, G-1-G-2 for instruction/manual/guide in Figure: D-1, D-3, D-5, D-6; E-1basic format: E-13; G-2 vii-x, G-C-3-G-C-4 listing in table of contents: x-ix for pamphlet/guide in free First page: 1 format: G-D-3-G-D-4 Footnote: D-6 Glossary: G-A-7-G-A-8 Guide: in basic format: G-C-1-G-C-4 in free format: G-D-1-G-D-4

Figure G-1. Index of Examples

APPENDIX A TO ENCLOSURE G

EXAMPLE OF AN INSTRUCTION WITH ENCLOSURE LISTING AND GLOSSARY

EXAMPLE ONLY--NOT A TRUE COPY



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J6

DISTRIBUTION: A, B, C, J

CJCSI 8010.01 7 July 2000

JOINT COMMUNITY CHIEF INFORMATION OFFICER

References: See Enclosure B.

- 1. <u>Purpose</u>. In accordance with references a through n, this instruction assigns the position of Joint Community (JC) Chief Information Officer (CIO), establishes applicable policy, and outlines the duties and responsibilities of that position.
- 2. Cancellation. None.
- 3. <u>Applicability</u>. This instruction applies to the Joint Staff, combatant commands, and other joint activities that are responsible to the Chairman of the Joint Chiefs of Staff.

4. Policy

- a. The Director, Command, Control, Communications, and Computer Systems Directorate, J-6, Joint Staff, is designated the JC CIO with duties and responsibilities as described herein.
- b. Director, Joint Staff, retains the responsibilities of the Joint Staff CIO. Details of these responsibilities are found in JSI 8000.01.
- c. Director for Intelligence, J-2, Joint Staff will represent the JC at the Intelligence Community Chief Information Officer (IC CIO) Executive Council for intelligence and intelligence-related National Security Systems (NSS).
- d. Combatant commands will designate a CIO and develop appropriate guidance for their area of responsibility. The CINC CIO's will normally use the JC CIO as their conduit to the DOD CIO and Executive Board, but have the latitude to directly contact the DOD CIO when desired. CINC CIOs will

CJCSI 8010.01 7 July 2000

normally use the J-2 as the conduit for issues of intelligence and intelligencerelated NSS to the IC CIO Executive Council.

- e. Joint Staff directorates will normally use the JC CIO as a conduit to the DOD CIO Executive Board or J-2 for access to the IC CIO Executive Council on issues that involve their functional area and affect the JC. J-2 will coordinate with J-6 as Joint Community CIO on intelligence systems that impact or interact with operational systems.
- f. The JC and CINC CIOs will assist the DOD and Service CIOs in fulfilling their mandated responsibilities.
- 5. <u>Definitions</u>. Refer to the Glossary.
- 6. Responsibilities. The JC CIO:
- a. Provides advice and assistance to Joint Staff Senior Management and CINC CIOs on issues pertaining to information technology (IT) and NSS.
 - b. Coordinates with J-2 on intelligence and intelligence-related NSS issues.
- c. Provides direct or indirect support to efforts to define, revise, or extend IT architectures that affect the JC and future joint operational and security requirements.
- d. Supports CINCs on policy and capital investment issues external to the Joint Staff.
- e. Supports requirements of both the Joint Requirements Oversight Council (JROC) and DOD CIO to determine compliance of interoperability standards by reviewing the interoperability key performance parameters (KPP) of Capstone requirements documents (CRD) and operational requirements documents (ORD) required by CJCSI 3170.01 and 6212.01.
- f. Coordinates proposed architectures, policies, guidance, instructions, and directives from the DOD CIO with the Joint Staff and CINCs, then prepares a consolidated joint position.
- g. Reviews IT and NSS efforts to ensure programs are not duplicative and are consistent with the Global Information Grid (GIG) architecture.

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- h. Assists the DOD CIO in the development and implementation of sound information assurance policies and guidance.
- i. Advocates the development and priority of joint IT systems to the DOD CIO, CINCs, Services, and DOD agencies.
- j. Represents the Joint Community as a whole at Federal and interagency bodies supporting IT policies; i.e., the CIO Executive Board and Architecture Coordination Council. The JC CIO will assist J-2 on national IC bodies supporting IT policies. Provides feedback to JC on issues they forward to these Federal and interagency bodies.
- k. Serves as the entry point on the Joint Staff for Military Department CIOs' compliance with 10 USC Section 2223. The JC CIO coordinates with all other Joint Staff directorates on these IT and NSS.
- l. Establishes an overarching JC CIO Council responsible for collaboration, management, and integration of cross-cutting issues, including information management, information resource management, strategic plans, and the Information Technology Capital Investment Portfolio. Membership is composed of representatives from the CINCs and Joint Staff directorates.
- m. Resolves issues involving NSS. Certain portions of the Clinger-Cohen Act (C-CA) apply to NSS while others are to be "applied to the extent practicable." JC CIO recognizes the potential benefit the C-CA process mandates across NSS areas, as long as joint requirements maintain their priority, and are always met or exceeded. If an IT/NSS issue arises within the JC that necessitates the intervention of a mediator, it will first be coordinated with the JC CIO. The JC CIO will, in turn, represent the joint requirement to the DOD CIO for final disposition. For issues involving intelligence and intelligence-related NSS, J-2 will present these issues at the IC CIO Executive Committee.
- 7. Summary of Changes. None.
- 8. <u>Releasability</u>. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--

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http://www.dtic.mil/doctrine/jel/cjcsd.htm. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

9. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

Approved & Secured with ApproveIT by CW, FULFORD, JR, 27 June 2000, 07:37:0

C.W. FULFORD, JR. Lieutenant General, U.S. Marine Corps Director, Joint Staff

Enclosures: References Glossary

4

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ENCLOSURE

REFERENCES

- a. 40 USC Chapter 25, Sections 1401-1503 (aka Clinger-Cohen Act of 1996 and Information Technology Management Reform Act [ITMRA])
- b. 44 USC Chapter 35, Sections 3501-3520 (Paperwork Reduction Act of 1995)
- c. 10 USC Chapter 131, Section 2223 (aka Strom Thurmond Act)
- d. Executive Order 13011, Federal Information Technology
- e. Secretary of Defense Memorandum, 2 June 1997, "Implementation of Subdivision E of the Clinger-Cohen Act of 1996 (Public Law 104-106)"
- f. Office of Management and Budget Circular A-130, 8 February 1996, "Management of Information Resources"
- g. Government Performance and Results Act (GPRA) of 1993 (Public Law 103-62)
- h. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3170.01A, 10 August 1999, "Requirements Generations System"
- Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 6212.01B,
 May 2000, "Interoperability and Supportability of National Security Systems and Information Technology Systems"
- j. DOD Information Management (IM) Strategic Plan, 19 October 1999
- k. Joint Staff Instruction (JSI) 8000.01, 7 December 1995, "Information Resource Management Program"
- l. DCI Directive 1/6, 4 February 2000, "Intelligence Community Chief Information Officer, Intelligence Community Chief Information Officer Executive Council, Intelligence Community Chief Information Officer Working Council"

A-1 Enclosure

CJCSI 8010.01 7 July 2000

m. CJCSI 5132.01, 2 May 1997, "Joint Requirements Oversight Council (JROC) Charter" $\,$

n. DOD Chief Information Officer (CIO) Guidance and Policy Memorandum No. 8-8001, 31 March 2000, "Global Information Grid"

4

A-2 Enclosure

CJCSI 8010.01 7 July 2000

GLOSSARY

PART I--ABBREVIATIONS AND ACRONYMS

CRD Capstone requirements document

GIG Global Information Grid

IM information management

IRM information resource management

IS information system IT information technology

ITCIP Information Technology Capital Investment Portfolio

JROC Joint Requirements Oversight Council

NSS National Security Systems

ORD operational requirements document

PART II--DEFINITIONS

Global Information Grid - The globally interconnected, end-to-end set of information capabilities, associated processes, and personnel for collecting, processing, storing, disseminating and managing information on demand to warfighters, policy makers, and support personnel. The GIG includes all owned and leased communications and computing systems and services, software (including applications), data, security services and other associated services necessary to achieve information superiority. It also includes NSS as defined in section 5142 of the Clinger-Cohen Act of 1996. The GIG supports all Department of Defense, National Security, and related-intelligence community missions and functions (strategic, operational, tactical and business) in war and in peace. The GIG provides capabilities from all operating locations (bases, posts, camps, stations, facilities, mobile platforms, and deployed sites). The GIG provides interfaces to coalition, allied, and non-DOD users and systems.

information assurance - Information operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing

GL-1 Glossary

CJCSI 8010.01 7 July 2000

for restoration of information systems by incorporating protection, detection, and reaction capabilities. (DODD S-3600.1)

information management - The planning, budgeting, collecting, collating, correlating, manipulating, fusing, storing, archiving, retrieving, controlling, disseminating, protecting, and destroying of information throughout its life cycle.

Information Technology Capital Investment Portfolio - An investment governance mechanism that supports the Department of Defense's implementation of the Clinger-Cohen Act of 1996, Division E, and other laws, policies, and guidance for managing IT investments. The ITCIP is intended to provide the CIO with better information to support management and investment decisions; to assist functional managers to effectively build and manage IT portfolios to fulfill strategic visions, goals, and related measures of performance; and to assist program managers to effectively manage performance, cost, and schedule risks in the acquisition of IT.

joint community - The directorates on the Joint Staff, combatant commands, and joint activities that are responsible to the Chairman of the Joint Chiefs of Staff

National Security Systems - Any telecommunications or information system operated by the USG, the function, operation, or use of which (1) involves intelligence activities, (2) involves cryptologic activities related to national security, (3) involves command and control of military forces, (4) involves equipment that is an integral part of a weapon or weapons system, or (5) is critical to the direct fulfillment of military or intelligence missions. They do not include systems that are to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).

GL-2 Glossary

APPENDIX B TO ENCLOSURE G

EXAMPLE OF A BASIC NOTICE

EXAMPLE ONLY--NOT A TRUE COPY



JOINT STAFF NOTICE

DOM/SJS Distribution: J JS Notice 5001 30 November 1996

INTERIM JOINT STAFF ELECTRONIC MAIL RECORDS MAINTENANCE AND DISPOSITION POLICY

References:

- a. Title 44, United States Code; Chapters, 29, 32, and 33
- b. JSI 5760.02 series, "The Joint Staff Records Management Guide"
- c. National Archives and Records Administration General Records Schedules, August 1995
 - d. DJSM 911-95, 3 August 1995, "Electronic Mail Guidelines"
- 1. $\underline{Purpose}$. In accordance with reference a, this notice disseminates interim policy for the proper maintenance and disposition of electronic mail (E-mail) records.
- 2. Cancellation. JSN 5001, 11 December 1995, is canceled.
- 3. Applicability. This notice is applicable to the Joint Staff.
- 4. Background
- a. On 28 August 1995, the National Archives and Records Administration (NARA) issued regulations on managing records created or received on E-mail systems. The regulations require agencies to apply the definition of a record in the Federal Records Acts to documents created in E-mail systems, just as they apply the definition to records created on other media.
- b. As defined in reference b, federal records are: "...books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of

JS Notice 5001 30 November 1996

the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them."

5. Action.

- a. <u>E-mail as a Federal Record</u>. E-mail now is being used to conduct official Joint Staff business. The Joint Staff Records Management Guide (reference b) contains disposition instructions for all records, both electronic and paper. Per that guidance, all Joint Staff personnel are responsible for proper creation, maintenance, and disposition of electronic records to include E-mail. Joint Staff E-mail should be evaluated for its informational value and content and preserved as "record" material if it meets the criteria in reference b.
- b. <u>Disposition Authority for E-mail</u>. As outlined in reference c, E-mail is authorized to be deleted after it has been copied to a record-keeping system.
- c. <u>Daily E-mail System Maintenance</u>. Given the large volume of E-mail generated daily and the limited storage capacity of the Joint Staff system, it is essential that positive steps toward effective management of all E-mail are taken. Compliance with the guidelines set forth in reference d will greatly enhance the Joint Staff office automation network operations.
- 6. <u>Effective Dates</u>. This notice is effective upon receipt. This notice expires upon the revision of reference b.

//signed//
F. C. WILSON
Colonel, USMC
Secretary, Joint Staff

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ANNEX A TO APPENDIX B TO ENCLOSURE G

EXAMPLE OF A CANCELLATION NOTICE

EXAMPLE ONLY--NOT A TRUE COPY



JOINT STAFF NOTICE

DOM DISTRIBUTION: J JS Notice 5102.01 4 April 2001

Cancellation of JSI 5102.01

<u>Cancellation</u>. JSI 5102.01, 29 December 1995, "Joint Staff Quality Management," has served the purpose for which it was issued and is hereby canceled.

- a. All copies of this instruction except the Joint Staff official record copy retained by Research and Archiving Branch, Information Management Division, Joint Secretariat, should be removed from the files and destroyed.
- b. Upon removal of the canceled JSI, holders should update their copy of the JS Notice 0001 to reflect this cancellation action.
- c. When all prescribed actions have been taken, this cancellation notice may be destroyed.

For the Chairman of the Joint Chiefs of Staff:

//signed// GARRY R. TREXLER Major General, USAF Vice Director, Joint Staff

JS Notice 5102.01 4 April 2001

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ANNEX B TO APPENDIX B TO ENCLOSURE G

EXAMPLE OF A CHANGE NOTICE WITH PAGE CHANGE

EXAMPLE ONLY--NOT A TRUE COPY



JOINT STAFF NOTICE

J-1 DISTRIBUTION: A

JSI 1600.01A CH 1 5 March 2001

CHANGE 1 TO JOINT STAFF INSTRUCTION 1600.01A

1. <u>Page Substitution</u>. Holders of JSI 1600.01A, 30 December 1999, "Manpower and Organizational Management of the Vice Admiral, U.S. Navy," are requested to make the following changes:

Remove Page(s)

Add Page(s)

E-3 through E-4

E-3 through E-4

- 2. <u>Summary of Changes</u>. This change provides detailed instructions on procedures for requesting Individual Mobilization Augmentee of the Selected Reserves.
- 3. When the prescribed action has been taken, this transmittal should be filed behind the record of changes page in the basic document.
- 4. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this notice through the Internet from the CJCS Directives Home Page--http://www.dtic.mil/doctrine. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

Approved & Secured with ApproveIT by S. A. FRY, 05 March 2001, 17:58:

S. A. FRY
Vice Admiral, U.S. Navy
Director, Joint Staff

Enclosure:

E--Manpower Adjustments

JSI 1600.01A CH 1 9 February 2001

(INTENTIONALLY BLANK)

2

JSI 1600.01A CH 1 9 February 2001

- (2) Changes in grade, Service, or specialty code should be considered for critical billets only during the scheduled JDAL review cycle. However, in rare circumstances when mission requirements dictate these changes, a Joint Staff directorate or separate office may request an out-of-cycle change by forwarding a JS Form 4 to the SMB, PSD, J-1, provided the incumbent remains qualified for the position.
- 3. <u>Interns</u>. The Joint Staff sponsors a junior officer training program that provides for the attachment of officers in grades O-1 through O-3 for the purpose of gaining joint and staff experience for 1 year. These officers are in an "attached" status and not assigned to a Joint Staff billet. Accordingly, interns do not count against the Joint Staff manpower ceiling. Detailed instructions for management of this resource are provided in reference e.
- 4. Reserve Component Full-Time Support Personnel. RC personnel may be called up under voluntary active duty orders for a specified term to serve as RC Advisors and provide RC representation on the Joint Staff. These billets do not count against end strength reporting requirements, however, are included in the Joint Staff management headquarters manpower ceiling. Additions, deletions, or changes to RC FTS billets are processed as follows:
- a. Requesting activity will process requests for additional full-time support personnel using JS Form 136. The JS Form 136 will be submitted, in coordination with ACJCS (NG/RM) and through the Director, J-1, to the Director, Joint Staff, for approval.
- b. A detailed job description prepared in accordance with RC guidelines will be attached to the Form 136. If no specific format is required a JS Form 70A or 70B will be used. The job description will comply with Title 10, USC regarding appropriate use of these billets.
 - c. Include a JS Form 4 (Appendix B to Enclosure D).
- d. A memorandum addressed to the Service Reserve Component having approval authority. The DJS memorandum will provide detailed justification for the requirement with a job description as stated in paragraph 4b above.
- e. After JS coordination and DJS approval, the request will be forwarded to the appropriate Service RC Headquarters for approval and funding.

E-3 Enclosure E

JSI 1600.01A CH 1 9 February 2001

- f. Once Service Reserve Component approval is received the Staff Management Branch will add the requested position to the Joint Staff Unit Manpower Document.
- 5. <u>Individual Mobilization Augmentees (IMAs)</u>. To request increases or changes in IMA billets, follow procedures outlined below. These positions are carried on the JMAD, which is updated annually by the SMB, PSD, J-1. IMAs do not count against the Joint Staff manpower ceiling.
- a. Requesting activity will process a request for IMA positions using JS Form 136. Include in the discussion paragraph a detailed justification on need for each IMA position to be filled. This information will be used in the requesting memorandum to be provided to the Reserve Component approval authority.
- b. A detailed job description prepared in accordance with RC guidelines will be attached to the Form 136. If no specific format is required a JS Form 70A or 70B will be used.
 - c. Include a JS Form 4 (Appendix B to Enclosure D).
- d. The requesting memorandum for DJS signature should be addressed to the Service Reserve Component having approval authority, through OSD Reserve Affairs (reference b). The memorandum will provide detailed justification for the requirement with a job description as stated in paragraph 5b above.

E-4 Enclosure E

APPENDIX C TO ENCLOSURE G

EXAMPLE OF A GUIDE IN BASIC FORMAT: BASIC DOCUMENT AND TABLE OF CONTENTS

EXAMPLE ONLY--NOT A TRUE COPY



JOINT STAFF GUIDE

DOM/SJS DISTRIBUTION: S JS Guide 5711 1 September 2000

EDITORIAL GUIDANCE AND ACCEPTED USAGE FOR JOINT STAFF CORRESPONDENCE

References: See Enclosure E.

- 1. <u>Purpose</u>. This guide provides editorial guidance and accepted usage for correspondence prepared for the Chairman and Vice Chairman of the Joint Chiefs of Staff, CJCS Assistants, and the Joint Staff.
- 2. Cancellation. Joint Staff Guide 5711, 20 February 1996, is canceled.
- $3. \ \underline{\mbox{Applicability}}.$ This guide applies to all persons who prepare Joint Staff correspondence.
- 4. <u>Responsibilities</u>. The Secretary, Joint Staff, has overall responsibility for the management and administration of correspondence preparation.
- 5. Summary of Changes. This revision:
 - a. Adds new terminology and removes outdated terminology.
 - b. Adds an appendix on commonly used computer terms.
- c. Explains the difference between and provides examples of footnotes and endnotes.
- $\mbox{\bf d}.$ Updates office titles and the names of organizations within the federal government.
- e. Allows the establishment of acronyms and abbreviations in the subject line. $\,$

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6. Effective Date. This guide is effective upon receipt.

//signed// D. WHALEN Captain, US Navy Secretary, Joint Staff

Enclosures:

- A--General Guidance
- **B--Footnotes and Endnotes**
- C--Abbreviations
- D--List of Addressees
- E--References

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APPENDIX D TO ENCLOSURE G

EXAMPLE OF A GUIDE IN FREE FORMAT: COVER PAGE, FOREWARD, AND TABLE OF CONTENTS

EXAMPLE ONLY--NOT A TRUE COPY

= JS Guide 5260 =

Service Member's
Personal Protection
Guide:

A Self-Help Guide to

COMBAT TERRORISM

While Overseas



April 2000

Joint Staff Guide 5260

"Service Member's Personal Protection Guide:

A Self-Help Guide to Combat Terrorism While Overseas"

FOREWORD

This guide is designed to assist in making you and your family less vulnerable to terrorists while stationed or traveling overseas. You should become familiar with its contents and incorporate those protective measures that are applicable to your particular situation. Moreover, ensure every member of your family is made aware of this valuable information so they can help protect themselves as well.

Terrorism is an indiscriminate crime that strikes in varying forms of threats and violence. Terrorists generate fear through intimidation, coercion, and acts of violence such as hijackings, bombings, or kidnappings, which usually occur more frequently in certain parts of the world, making travelers to foreign countries more likely potential victims. As past events have shown, terrorists have reached new levels of organization, sophistication, and violence -- their tactics and techniques are always changing and will continue to be a challenge to neutralize. Accordingly, we must remain diligent in applying the proper protective measures.

You and your family are an important part of our military. This guide will not ensure immunity from terrorism, but by practicing these techniques and proven security habits, the possibility of becoming a target will be reduced. Defensive awareness and personal security regarding terrorism are responsibilities of everyone assigned to DOD. As members of the military community, you are a highly valuable yet most vulnerable resource. Constant awareness can help protect all members of the military family from acts of terrorism.

HENRY H. SHELTON
Chairman
of the Joint Chiefs of Staff

Steps To Combat Terrorism

KEEP A LOW PROFILE

Your dress, conduct, and mannerisms should not attract attention. Make an effort to blend into the local environment. Avoid publicity and don't go out in large groups. Stay away from civil disturbances and demonstrations.

BE UNPREDICTABLE

Vary your route to and from work and the time you leave and return home. Vary the way you dress. Don't exercise at the same time and place each day; never exercise alone, on deserted streets, or country roads. Let people close to you know where you are going, what you'll be doing, and when you should be back.

BE ALERT

Watch for anything suspicious or out of place. Don't give personal information over the telephone. If you think you are being followed, go to a pre-selected secure area such as a military base or police station. Immediately report the incident to the military/security police or law enforcement agencies. In overseas areas without such agencies, report the incident to the Security Officer or the Military Attaché at the US Embassy.

Joint Staff Guide 5260

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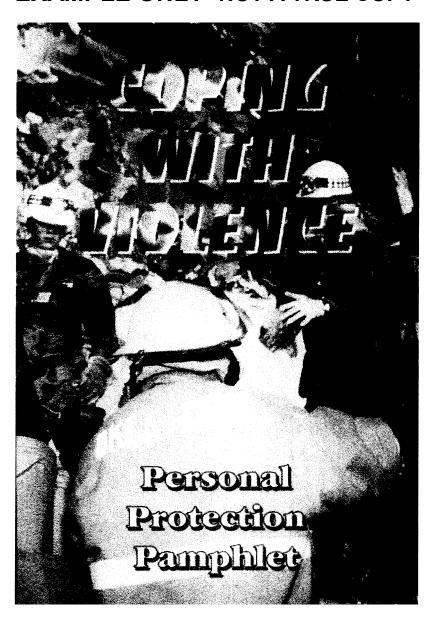
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APPENDIX E TO ENCLOSURE G

EXAMPLE OF A PAMPHLET (JSP 5260): COVER PAGE AND TABLE OF CONTENTS

EXAMPLE ONLY--NOT A TRUE COPY





PERSONAL PROTECTION PAMPHLET

This purpose of this pamphlet is to inform you and your family about terrorism and measures you can take to reduce your personal vulnerability. Historically, Americans normally worried about terrorism when traveling abroad. However, with the recent examples of terrorist violence in the United States such as the World Trade Center bombing in 1993 and the bombing of the Oklahoma City Federal Building in 1995, we now know that terrorism can strike here at home as well. Hopefully, the information in this pamphlet will help you avoid becoming a victim of a terrorist incident.

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